

The background of the slide features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the left and right sides of the slide, framing the central text area.

HTMS Learning Commons Volunteer Training

We are here to help!

Our intention is for the Learning Commons to be a welcoming, comfortable place.

- ▶ Be welcoming
- ▶ Help students sign-in if they don't know how
- ▶ Ask students if they need help finding anything
- ▶ Create an environment that encourages students to return



Student Sign-in

Who should sign in

Anyone who is going to stay in the LC for any period of time

- ▶ Checking out/browsing books
- ▶ Using computers
- ▶ Working on a project
- ▶ Completing make-up work

Who shouldn't sign in

Students returning books only
HNN News anchors and tech
Students with tech issues

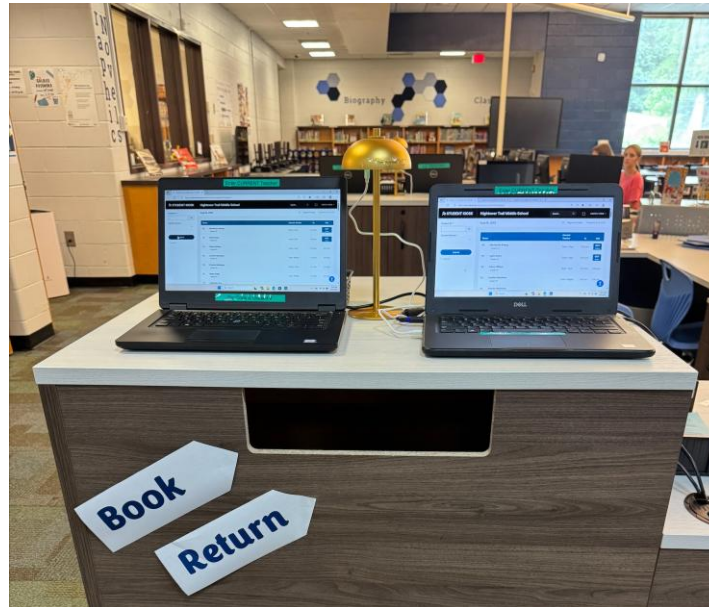


How to Sign-in

Student ID = lunch number

Current Teacher = current teacher

Click blue **SUBMIT** button



How Students Can Search for Books

There are two computers where students can look to see what books we have in our collection.

- ▶ Recently Added
- ▶ Popular Titles
- ▶ Topics (Genre)
- ▶ Magnifying glass



Sometimes students forget to notice the sublocation (genre), so they don't know where to find the book on the shelf. Help them learn how to find the sublocation.

How to Check-in Books

- ▶ Flip through the pages to see if there are any treasures inside
- ▶ In Destiny Back Office, Select Circulation from the left navigation bar then Check-in
- ▶ Ensure the cursor is in the Find Copy box
- ▶ Scan the HTMS barcode
- ▶ Watch the screen/listen for bells to ensure each book is checked in (sometimes there is a delay)
- ▶ Please let the LC staff know if a book was overdue from a PREVIOUS school year
- ▶ If a book needs to be repaired, please let the LC staff know

CCSD Library Media Centers Hightower Trail Middle School

Check In

Home
Catalog
Circulation
Check Out
Check In
Holds/ILL
Fines
Copy Status
Patron Status
Offline Circulation
Library Information
Reports
Admin
My Info
More

Reset Checkin

Find Copy Go ☒ Record in-library use

View Today's Checkins

Most Recently Checked In

A place to belong (Copy: 30321000336762)
Checked out 8/6/2025 to McKinney, Charlee Adeline (Student: P 1357384)
Library copies still checked out: 1
Print Receipt Email Receipt

The new girl (Copy: 30321000346761)
Checked out 8/6/2025 to McKinney, Charlee Adeline (Student: P 1357384)
Library copies still checked out: 1

Maybe he just likes you (Copy: 30321000337695)
Checked out 8/5/2025 to McKinney, Charlee Adeline (Student: P 1357384)
Library copies still checked out: 2

Allies (Copy: 30321000220289)
Checked out 8/5/2025 to Johnson, Connor Michael (Student: P 1353855)
Library copies still checked out: 1

Touchdown kid (Copy: 30321000333884)
Checked out 8/5/2025 to Makuch, Christian Michael (Student: P 1334655)
Library copies still checked out: 0

Follett Software

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When a book you're checking in is on hold for another student

- ▶ When you get the alert that a book should be held for another student, click the link to print.
- ▶ Print two copies of the notice
- ▶ Place one copy of the notice in the book
- ▶ Place the other copy in the homeroom teacher's mailbox
- ▶ Put the book in the tray on the circulation desk

Homeroom Teacher

Hightower Trail Middle School

Find Copy ☒ Record in-library use

User entered: 30321000337547

⚠ Please note...

This copy of "The tyrant's tomb" should be held for Katherine Grace Whalen (Barcode: P 1339264, Homeroom: Corbett, Stephen M 5024):

- Homeroom Code: 7B3
- Enrollment Date: 08/04/2025
- SIS Type: Student
- 1st Period Teacher: Corbett S

⚠ Please notify the patron that this hold is ready to be picked up.
Click here to print hold notice for the patron.

Check Out

presentprintindividualholdform

cobb12.follettdestiny.com/circulation/service/presentprintindividualholdform.do?holdID=503180

presentprintindividualholdform

Hightower Trail Middle School

Ready Hold Notice

9/3/2021

Ethan Yates
Barcode: P 1281843
Dear Ethan Yates:
One or more of the copies you wanted is available in the library. Please bring this notice to the library as soon as possible.

| Title | Call Number | Barcode | Hold Expires |
|-------|-------------|----------------|--------------|
| Area | P 1281 | 30321000337547 | 10/03/21 |

Page 1 of 1 page 1

Print

2 sheets of paper

Destination: HIGHTOWER, MEDAC

Pages: All

Collate

Color: Black and White

More settings

Print Cancel

Print 2 copies

How to check-out books

- ▶ In Destiny Back Office, Select Circulation from the left navigation bar then Check-out
- ▶ Ensure the cursor is in the Find box
- ▶ Have student enter their number on the keypad
- ▶ Verify the student's name
- ▶ Scan the book's HTMS barcode (front cover)
- ▶ If the system beeps because they already have two books checked out, ask them if they have returned any books to the bin
- ▶ If yes, click Yes to override the system
- ▶ If no, the student needs to return a book before checking out another
- ▶ Stamp the due date inside the book
- ▶ Encourage the student to take a bookmark

No checkouts if a student has an overdue book from HTMS

CCSD Library Media Centers Hightower Trail Middle School

Check Out

Home
Catalog
Circulation
Check Out
Renew
Holds/ILL
Fines
Copy Status
Patron Status
Offline Circulation
Library Information

Reports
Admin
My Info
More

Reset Checkout

Find Go Find Patron Find Copy Add Title

☒ Only my patrons ☐ Only search Patron Names ☐ Only Active Patrons Due Dates

Weathers, Scarlett Willow (Student: P 1336304)

Checked Out Library: 1
Overdue Library: 0
Holds Ready 0
Library: \$0.00
Patron: \$0.00

Items Out

| Due Date | Title |
|-----------|-------------------------------------------------------------|
| 8/20/2025 | Tales from a not-so-happy heartbreaker (Copy: 303210002259) |

Students are allowed to check out two books at a time. NO EXCEPTIONS (except one - HRRB participants can check out more than two books)!

How to Shelf Books

Pro Tip: Sort books by genre (and then alphabetically by author) on the cart for more efficient shelving

Suggested order for loading the cart:

- ▶ Graphic novels (741.5 and 741.59)
 - Shelved by Author's last name
 - No need to distinguish 741.5 from 741.59. We mix them all together!
- ▶ Biographies
- ▶ Guinness World Record Books
- ▶ Picture Books (rarely used)
- ▶ Classics
- ▶ Non-fiction
 - Organized by Dewey Decimal Call Number
 - Within call number, organized by call number (author's last name)
- ▶ Mystery
- ▶ Fantasy
- ▶ Animals
- ▶ Sports
- ▶ Dystopian
- ▶ Scary
- ▶ Science Fiction
- ▶ Humor
- ▶ Action/Adventure
- ▶ Supernatural
- ▶ Historical Fiction
- ▶ Realistic Fiction



Books in a series are color coded and shelved in series order

Layout of the Learning Commons

| | | |
|-------------|---|----------|
| Biographies | * | Classics |
|-------------|---|----------|

* 031 Guinness World Records

* Picture Books (including Dr. Seuss)

Graphic Novels

Circulation
Desk

Non-Fiction (ordered by Dewey Decimal Number)

| |
|-------------------|
| Realistic Fiction |
| Realistic Fiction |

| | |
|--------------------|--------------|
| Historical Fiction | |
| Action Adventure | Supernatural |

| | | |
|--------|-----------------|-------|
| Humor | Science Fiction | |
| Sports | Dystopian | Scary |

| | |
|---------|---------|
| Animals | Fantasy |
|---------|---------|

Mystery

Fantasy

Not to scale 😊

How to Renew a Book

We're happy to renew books if a title isn't on hold for another student. The student must have the book with them to renew it, and they can't have any overdues.

- ▶ The process is the same as checking out a book
- ▶ The student enters their number on the Check Out tab
- ▶ Scan the book
- ▶ Stamp the new due date in the book

CCSD Library Media Centers Hightower Trail Middle School

Check Out

Home
Catalog
Circulation
Check Out
Check In
Renew
Holds/ILL
Fines
Copy Status
Patron Status
Offline Circulation
Library Information
Reports
Admin
My Info
More
Reset Checkout


Find Go Find Patron Find Copy Add Title

☒ Only my patrons ☐ Only search Patron Names ☐ Only Active Patrons Due Dates

Weathers, Scarlett Willow (Student: P 1336304)

Checked Out Library: 1
Overdue Library: 0
Holds Ready 0
Fines Library: \$0.00 Patron: \$0.00

Items Out

| Due Date | Title |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 8/20/2025 |  Tales from a not-so-happy heartbreaker (Copy: 303210002) |

Follett Software

How to place a book on hold

- ▶ On the left pane, select Holds/ILL
- ▶ Enter the student's number
- ▶ Click Add Hold
- ▶ Enter the Title in the Find box
- ▶ Select Save
- ▶ You'll see the confirmation message

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Holds/ILL

Find Patron Go

☒ Only my patrons ☐ Only search Patron Names ☐ Only Active Patrons

Gibbs, Stacy S (Media Staff: P 22534)

Checked Out Library: 0
Overdue Library: 0
Holds Ready: 0
Library: \$0.00
Fines: \$0.00

Grade Level
Homeroom
Homeroom Code
Enrollment Date
SIS Type Media Parapro
1st Period Teacher
User Defined 6

Add Hold

CCSD Library Media Centers | Hightower Trail Middle School

Holds/ILL / New Hold Request

Find Title in My Library Go Cancel

Gibbs, Stacy S (Media Staff: P 22534)

Requesting

☒ The summer I turned pretty
Han, Jenny.
As soon as possible
Priority Standard Request Expires 8/27/2025
Any Copy

Save Cancel

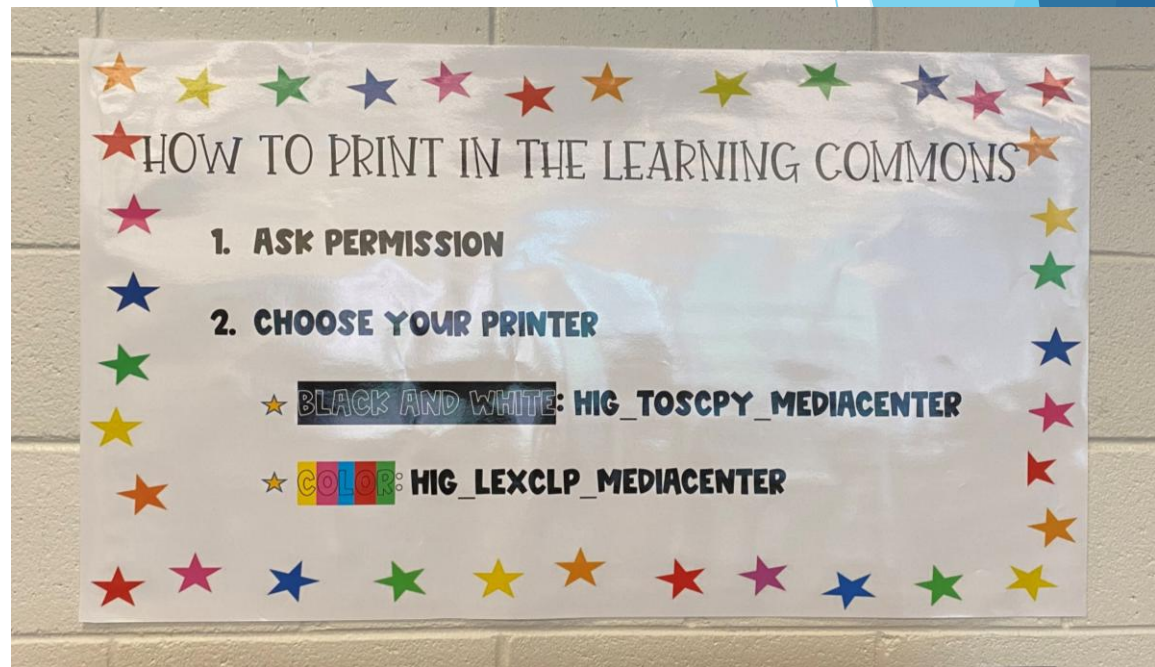
⚠ Hold request placed for any copy of "The summer I turned pretty".
This hold request will expire on 9/1/2025.

Helen Ruffin Reading Bowl (HRRB)

- ▶ Only members of the HRRB team may check out books labeled HRRB
- ▶ HRRB Books are stored near the circulation desk with a list of team members
- ▶ HRRB team members may check out more than 2 books at a time

How to help students print

- ▶ Students must ask to print
- ▶ Students should use the black and white printer unless they have specific permission from their teacher to use the color printer
- ▶ The printer names can be found on the poster on the wall and on stickers on each desktop computer



Thank you!

- ▶ We are incredibly grateful for you
- ▶ Your support in the Learning Commons allows us to focus on other projects and responsibilities
- ▶ You are an invaluable resource to us!