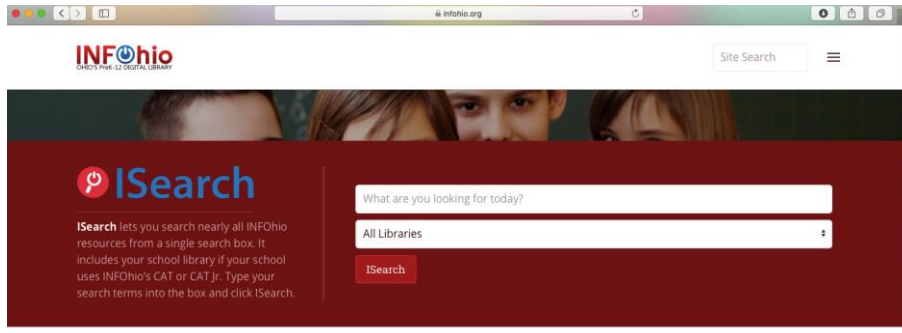
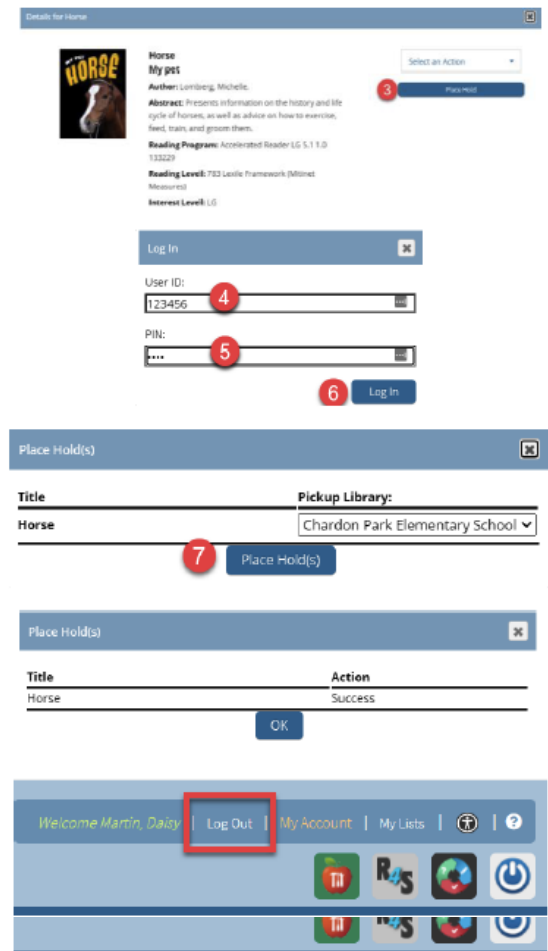


The Guide to Checking Out Books at the Elida Middle School Library

1. Go to: www.infohio.org
2. Log into INFOhio in the left-hand corner:
Username: elida
Password: bulldogs1
3. Once you are logged into INFOhio, scroll down to find the ISearch bar.
****MAKE SURE TO SELECT THE APPROPRIATE SCHOOL LIBRARY. STUDENTS CAN ONLY PLACE HOLDS ON BOOKS IN THEIR SCHOOL BUILDING.**



4. In the ISearch bar type in a book title, genre or topic you are interested in reading.
5. Select the appropriate library and click ISearch.
6. Browse the library book options. (Use the left-hand column to refine your search)
7. Select the title to view the details.
8. Click the PLACE HOLD button
9. Enter your user name ID (This will be the student's lunch number)
10. Enter the pin (This will be the student's 4 digit birthday (example May 5th, 0505)
11. Click the LOG IN Button
12. Click the PLACE HOLD(S) Button
13. Hold has been placed. Click the OK button to close the popup window and return to your search results
14. Look at the top for your name. If you are on a shared computer, click LOGOUT link.
15. Books will be delivered to the student's homeroom class within 1-2 school days.



STUDENT TO RETURN BOOK BY PLACING THE BOOK IN THE DAILY RETURN BIN THAT WILL BE LOCATED BY THE DOOR OF THE MIDDLE SCHOOL LIBRARY.