

# TECS

# Library



The mission of the library media program for Thomas Edison Charter School is to enrich and support the school community. This entails providing a wide range of quality materials on all appropriate levels of difficulty, providing materials and services that will encourage growth in knowledge and encourage a love of reading. In order to accomplish this mission, the librarian and classroom teachers will collaborate to teach students how to locate, select, evaluate, organize, and communicate information as it relates to Thomas Edison Charter School's educational curriculum standard.

## CHECKOUT POLICY

Students have a two week check out period.

K and 1st grade students may check out 1 book.  
2nd grade students may check out 2 books.  
3rd grade students may check out 3 books.  
4th grade students may check out 4 books.  
5th-8th grade students may check out 5 books.

**\*PATRONS MUST BE PRESENT TO CHECK BOOKS OUT ON THEIR ACCOUNT.\***

**Parents/Guardians  
may sign up for their  
own FREE library  
account and are able  
to check out up to 15  
books for 30 days!**



We **love** our parent volunteers at Thomas Edison. They do so much to help the library run smoothly.

We are *always* looking for more volunteers so if you are able and willing, contact a library staff member and we will show you all the ways you can help.

A book is damaged if reading is hindered.

**Please do not repair damaged books yourself.  
You will be charged full replacement costs.**

We understand that the library books are well loved. We ask that you please let us know if a book needs a visit to our book hospital for repair upon return. If the damage is not due to normal wear and tear, repair costs will be assessed. If the damage is something we are unable to repair, the book will need to be replaced. Damaged books remain property of TECS library.

**All books with water damage must be replaced.**

## DAMAGED & LOST BOOKS

**Patrons are responsible for books checked out on their account.  
If a book is lost you will be charged for replacement costs.**



## PARENT BOOK REVIEWERS

Are you looking for an enjoyable way to get some volunteer hours? The library needs your help! We need adults willing to read and approve new books for us. It's super easy, lots of fun, and perfect for parents who work during school hours as well as those who love to read. Just pick up a book or two, read through it, make notes of any content that may be objectionable, and return to the school library once finished. It's a great opportunity and one that really helps our students. The sooner we are able to get books approved and into circulation the better. We have a wide variety of books to choose from. You are certain to find something you like. Stop by the library to get started or for more information.

Mandi Jenkins  
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Concerns or Questions?  
Please don't hesitate to reach out.

## LIBRARY WEBSITE



**BIT.LY/41YDBID**

**FOLLOW US**  
**@tecs\_library**



# CREATING AN ACCOUNT IN DESTINY AND VIEWING YOUR STUDENT CHECKOUT HISTORY

In order to view your student's checkout history, you will first need to create an account in Destiny. Creating an account will allow you to see what books are currently checked out to your student and the status of their account.

## CREATING AN ACCOUNT IN DESTINY

1. Go directly to our school's Destiny webpage at <http://205.121.137.5>
2. Click **Thomas Edison Charter School South** - middle of the page.
3. At the top of the page on the right, click **create account**.
4. Enter your last name and barcode and click **next**. *Barcodes for students are their student number.* You can get this information from a library staff member, a member of the office secretarial staff, or your student's teacher. For adult barcode information please see the librarian.
5. **Enter username.** Please use *FirstnameLastname* as the the username.  
For example, JohnDoe
6. **Create a password.** If you forget your password, you can reset it.
7. Please enter an account email.

## ACCESSING YOUR STUDENT'S ACCOUNT HISTORY

1. Login to your student's account.
2. Click on the **my info tab** on the top left side of the page.
3. Click **view history** box on the right-hand side.



Please note, there may be several pages of checkout history. You may view it one page at a time or all at once by clicking on the numbers shown on the right-hand side of the page.

*Need Help?*

Please see a library staff member. We are happy to walk you through this process.

