

Using

Follett Shelf™

eBooks and Databases

You can access ARC's Follett Shelf (eBooks) by:

1. using this link <https://wbb09365.follettshef.com>
2. clicking on the logo on ARC's webpage
3. looking under STUDENT RESOURCES or on the ARC Media Center Webpage

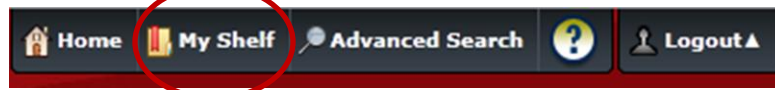
MAKE SURE POP UP BLOCKER IS TURNED OFF

**Login info: your follettshef username is the same as your eChalk username and everyone's password is Richmond. If there is a problem with your password see Ms. West in the media center.

*To check out a book login - search for a title - click on the book - Click CHECK OUT ONLINE - the books I placed in your MY SHELF tab at the top



*To read your book - go to MY SHELF - click on the book - click READ ONLINE (the book will open in a new window)



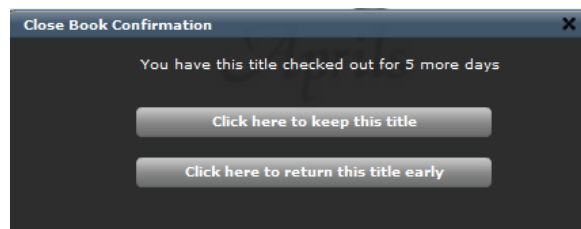
*To close the book - click the close book icon

*The books are set to be checked out to teachers for 2 weeks and to students for 1 week.

*If a book is checked out/not available place it in your wish list.

*Each book can only be checked out one at a time.

*Once a book is checked out it will check itself back in automatically at the due date or when you click the close icon to close the book you are given the option to "check the book in early".



**You can still read a book online through Destiny our online catalog however, the book is not checked out to you so you risk it not being available the next time you try to read it.

HAPPY READING!!!