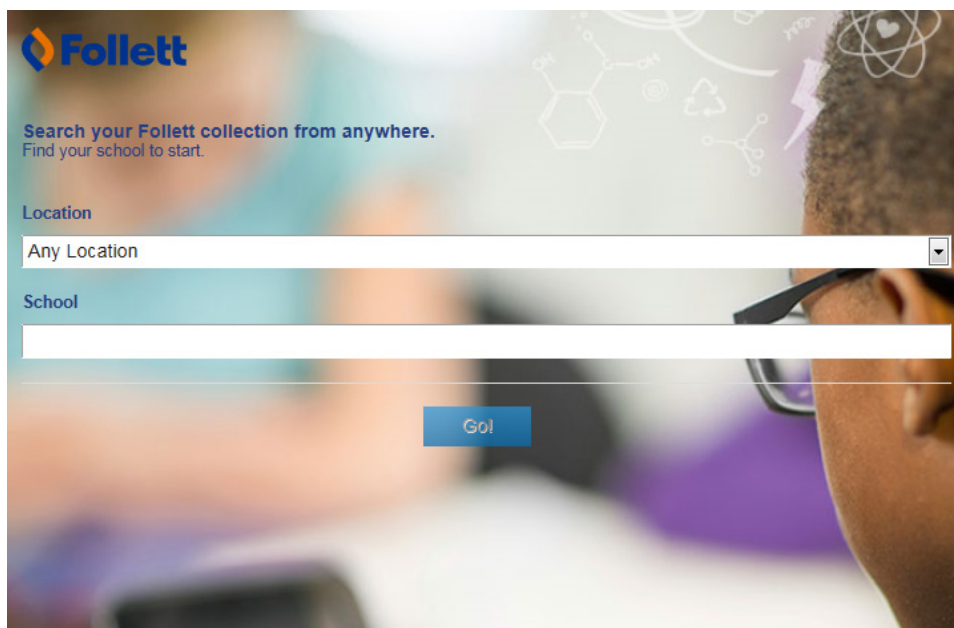


It's easy to find, check out, and access eBooks with Follett Shelf. You can even save notes, highlights, and bookmarks that you can access after you return the eBook.

Log In

Go to www.gofollett.com in any browser, and select your state or province from the **Location** drop-down.

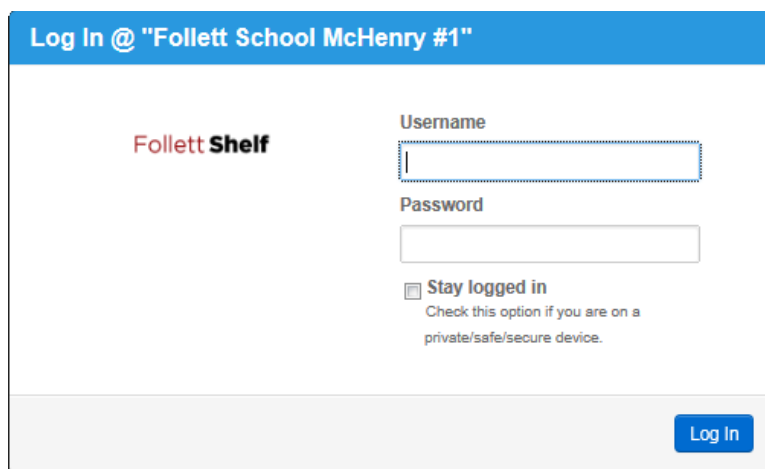
Type the first few letters of your school's name in the School field. When your school appears in the suggestions, select it, then click **Go**.

A screenshot of the Follett website's search interface. At the top left is the Follett logo. Below it is the text "Search your Follett collection from anywhere. Find your school to start." There are two input fields: "Location" with a dropdown menu currently showing "Any Location", and "School" with an empty text box. A blue "Go!" button is centered below the fields. The background is a blurred image of a person wearing glasses.

Select  > **Login**.

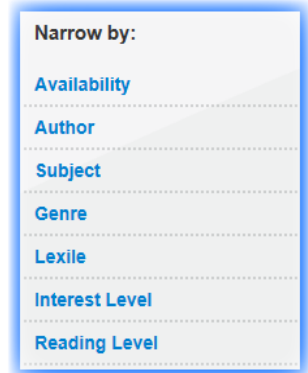
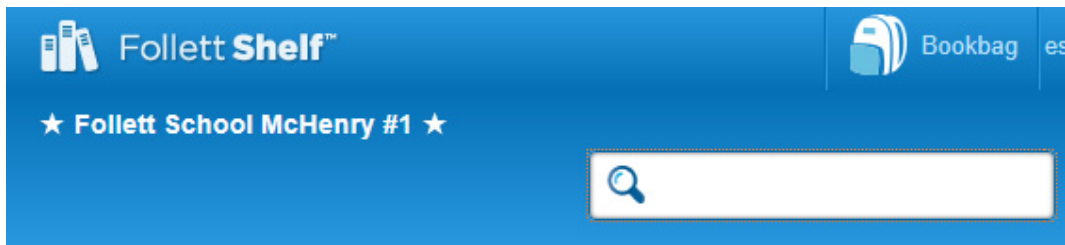
Enter your Follett Shelf username and password, and click **Log In**.

Note: If you know your school's Follett Shelf URL, you can go directly to the Follett Shelf login page by entering the URL in your browser's search field.

A screenshot of the Follett Shelf login page. The title bar reads "Log In @ 'Follett School McHenry #1'". The Follett Shelf logo is on the left. On the right, there are two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Stay logged in" with the text "Check this option if you are on a private/safe/secure device." A blue "Log In" button is in the bottom right corner.

Search

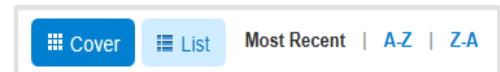
Enter your search term(s), and press **Enter** or **Return**.




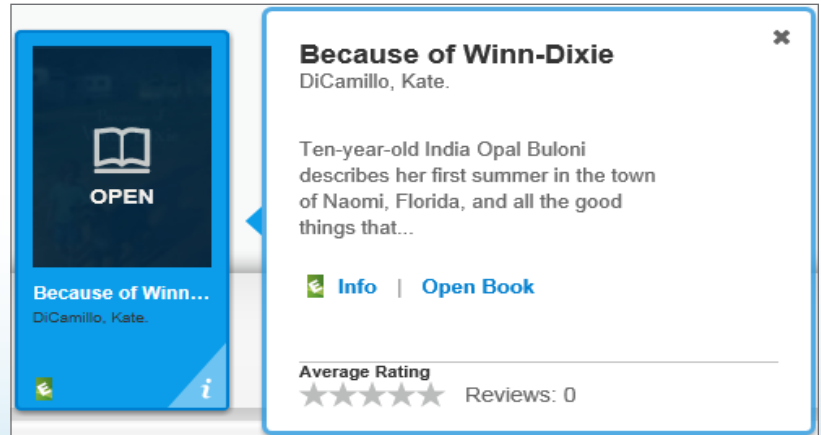
Search filters

Use the filters to narrow your search.

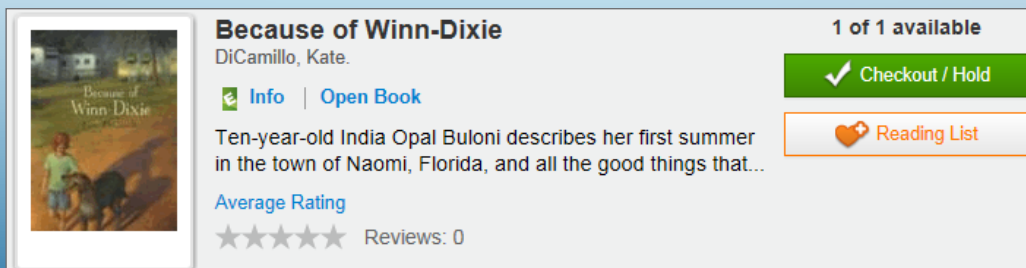
You can see the search results in Cover view or List view.




In Cover view, click  to get more information about an eBook, or hover over it and click the **Info** link. Click the cover or **Open Book** to open it, if there are copies available.



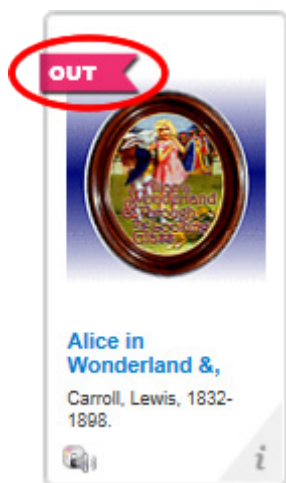
Cover view



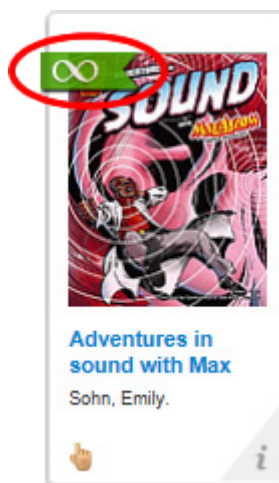
List view

In List view, click the  **Info** link to get more information about an eBook. Or, click the cover or **Open Book** to open it, if there are copies available.

You can see if there are copies available to check out from the search results. In Cover view, if an eBook does not have any available copies, it will display the **OUT** icon on the cover. If there are unlimited copies, it will display the **INFINITY** icon on the cover.

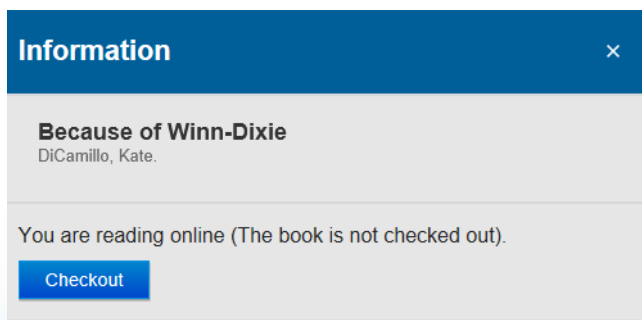


OUT





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Check Out





There are two ways to check out eBooks:

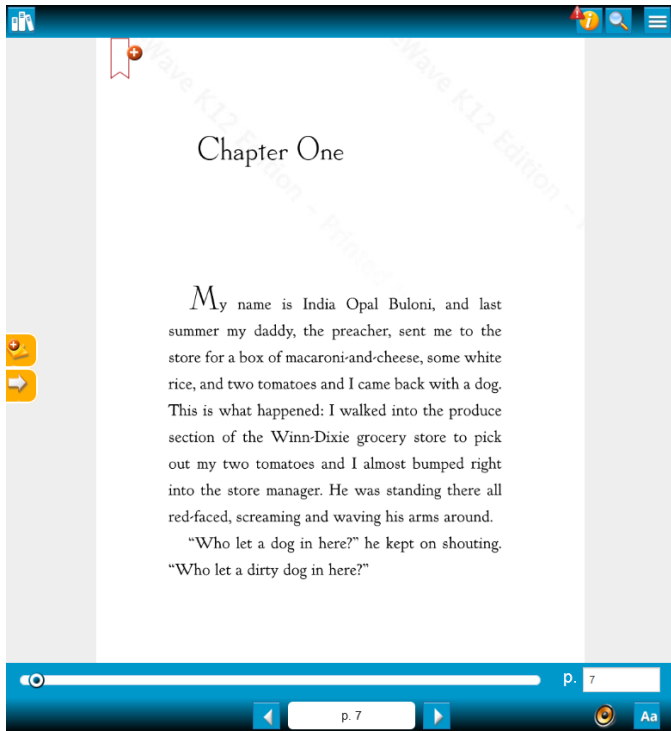
- From the search results (in List view only): Click  next to the title.
- From an open eBook: Click **Checkout** from the Information sidebar. To open the Information sidebar, click .

If there are no available copies of a title and your school lets you place holds, clicking **Checkout/Hold** gives you the option to place a hold.

Read

After you check out an eBook, you can access it in two ways:

- From an open eBook, select , and then **My eCheckouts**. Click **Open Book** next to the title you want to read.
- From the Follett Shelf home page, click . Then, click the book cover to begin reading.




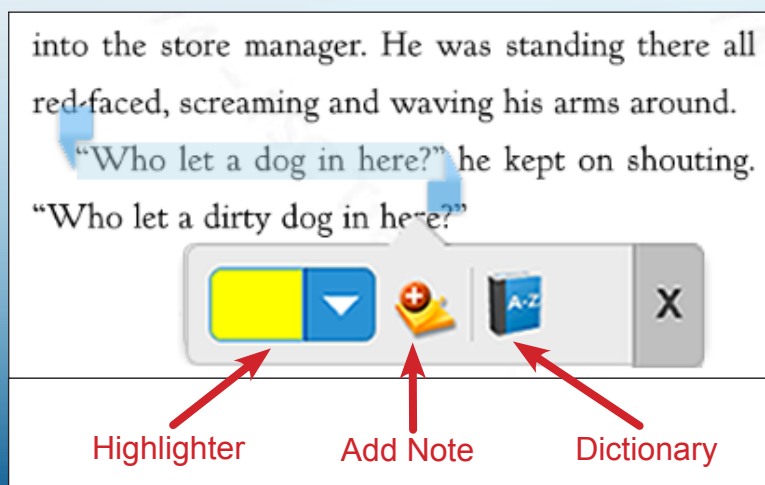
You can access display options, page notes, bookmarks, information about the title, and more from the toolbars. Click anywhere on a page to view or hide the toolbars.

Use the forward or back arrows to turn the pages.

Note: If you open a Follett Digital Audiobook, play options display on the toolbars.

Take Notes

Click on the  on any page to mark a place in the eBook that you want to come back to later. Then, type in a name for the bookmark.




Click on a word, or click and drag on a passage to access the highlighter, highlight note, and dictionary features.

Access highlights, notes, and bookmarks even after you return the eBook by going to your Notebook.

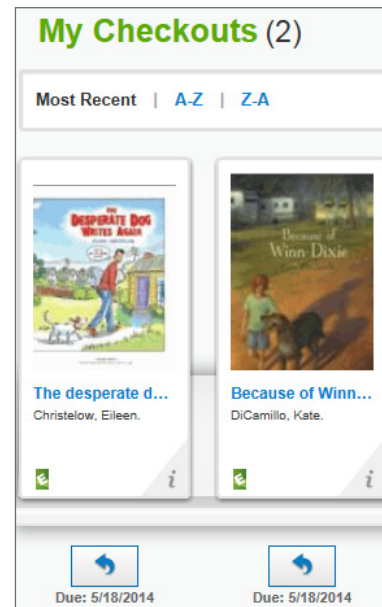
Return

To return an eBook, click  to access My Checkouts.



Click  below the item you want to return.

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