

# Do's and Don'ts for Requesting and Using Books from the IMC

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1. DO place requests in Destiny following the directions in this catalog.
2. DO schedule your request date for the date you want the books delivered, not the day you plan to start using them.
3. DO schedule your end date for the date the books will be in the office for pick-up. It is recommended that a teacher keep the books for no longer than 6-8 weeks. Books can be renewed if needed.

IMPORTANT NOTE: The date you enter as your return date is the date the books are shown as available in the computer for someone else to use. So, it is extremely important that books be returned by the due date.

4. DO check the books out to students. It is important to keep up with who has which book in case one gets lost. Schools will be billed for lost books.
5. If the date you want a book is not available, DO NOT choose an earlier date and plan on just keeping them. ☹ If they are not available, it means that another teacher has requested.
6. DO NOT plan on keeping books because you might use them again – either next semester or next year. Other teachers may want them in between.