

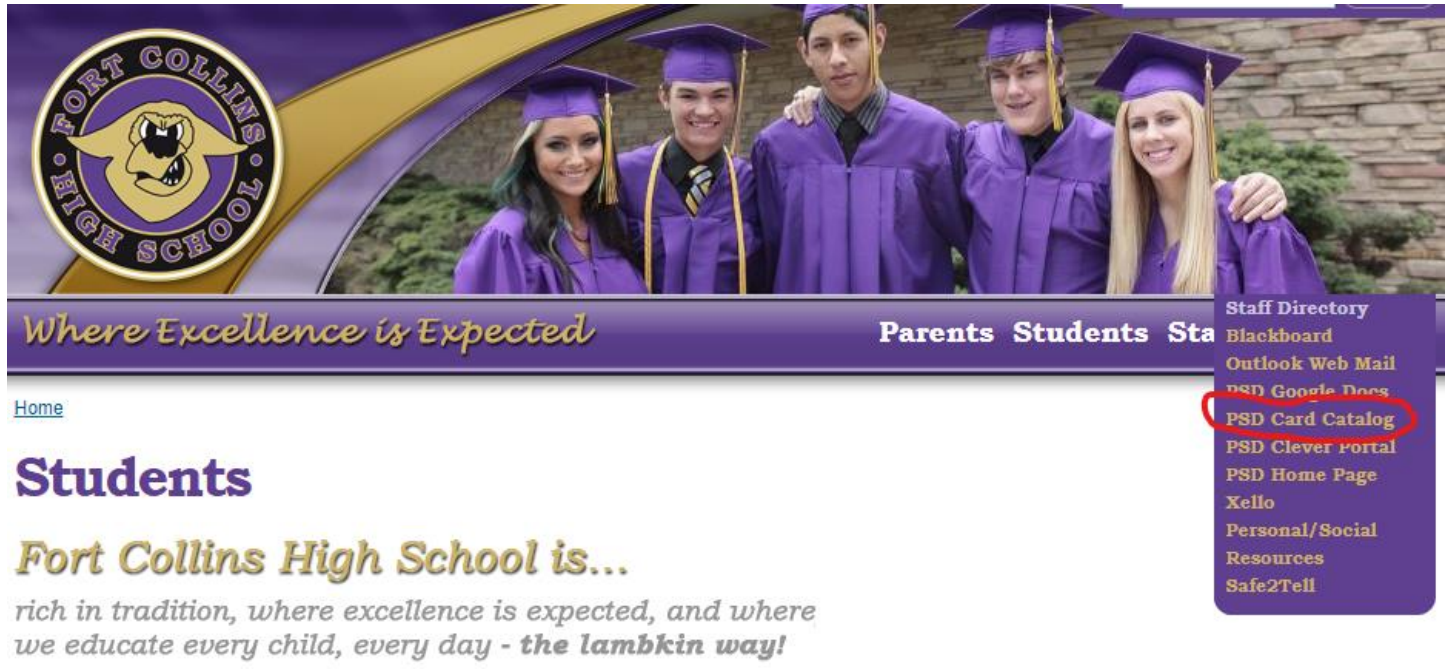
## How to use the Card Catalog to RESERVE a book so you can pick it up later from the library at FCHS

Because of our current unique circumstances, we will be using the "Reserve" function on our library website to help with book checkout this year.

Here is how to reserve a book in the library at FCHS:

Go to the FCHS website home page: [www.fch.psdschools.org](http://www.fch.psdschools.org).

Select PSD Card Catalog from the dropdown menu under Quick Links.



Fort Collins High School logo: **FORT COLLINS HIGH SCHOOL**

Where Excellence is Expected

Parents Students Staff

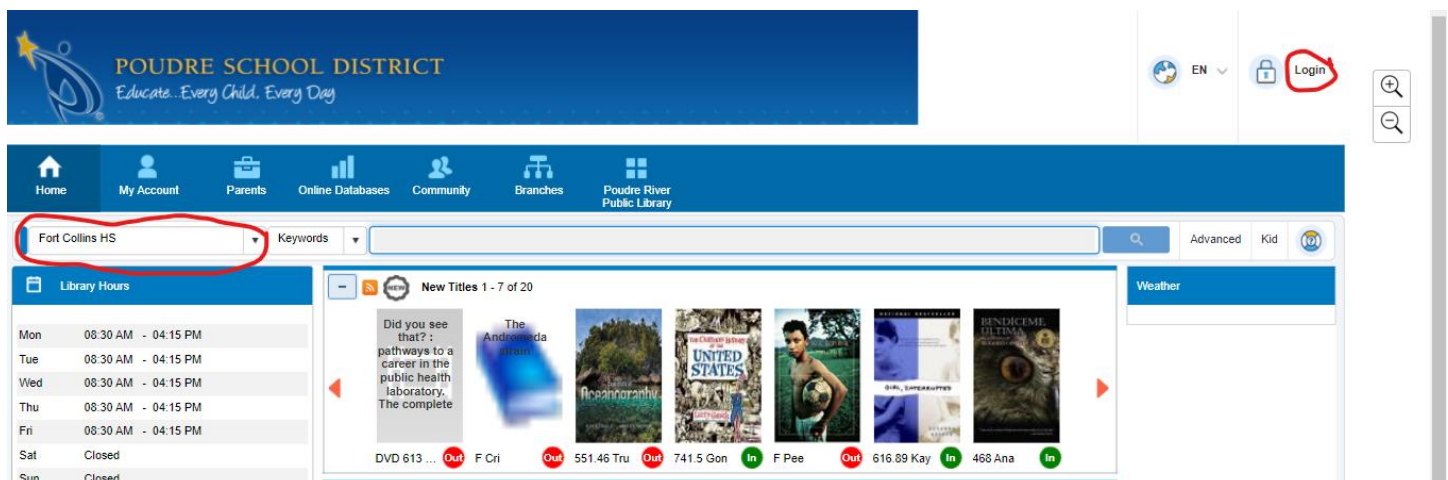
Home

# Students

*Fort Collins High School is...*  
*rich in tradition, where excellence is expected, and where we educate every child, every day - the lambkin way!*

- Staff Directory
- Blackboard
- Outlook Web Mail
- PSD Google Docs
- PSD Card Catalog**
- PSD Clever Portal
- PSD Home Page
- Xello
- Personal/Social Resources
- Safe2Tell

Make sure the library selected is for FCHS. **We are not, currently, able to get books from other school libraries.** Click Login in the upper right corner of the page.



POUDRE SCHOOL DISTRICT  
Educate...Every Child, Every Day

EN Login

Home My Account Parents Online Databases Community Branches Poudre River Public Library

Fort Collins HS Keywords

Library Hours

Mon	08:30 AM - 04:15 PM
Tue	08:30 AM - 04:15 PM
Wed	08:30 AM - 04:15 PM
Thu	08:30 AM - 04:15 PM
Fri	08:30 AM - 04:15 PM
Sat	Closed
Sun	Closed

New Titles 1 - 7 of 20

Did you see that? : pathways to a career in the public health laboratory. The complete

The Andromeda strain

Oceanarium

UNITED STATES

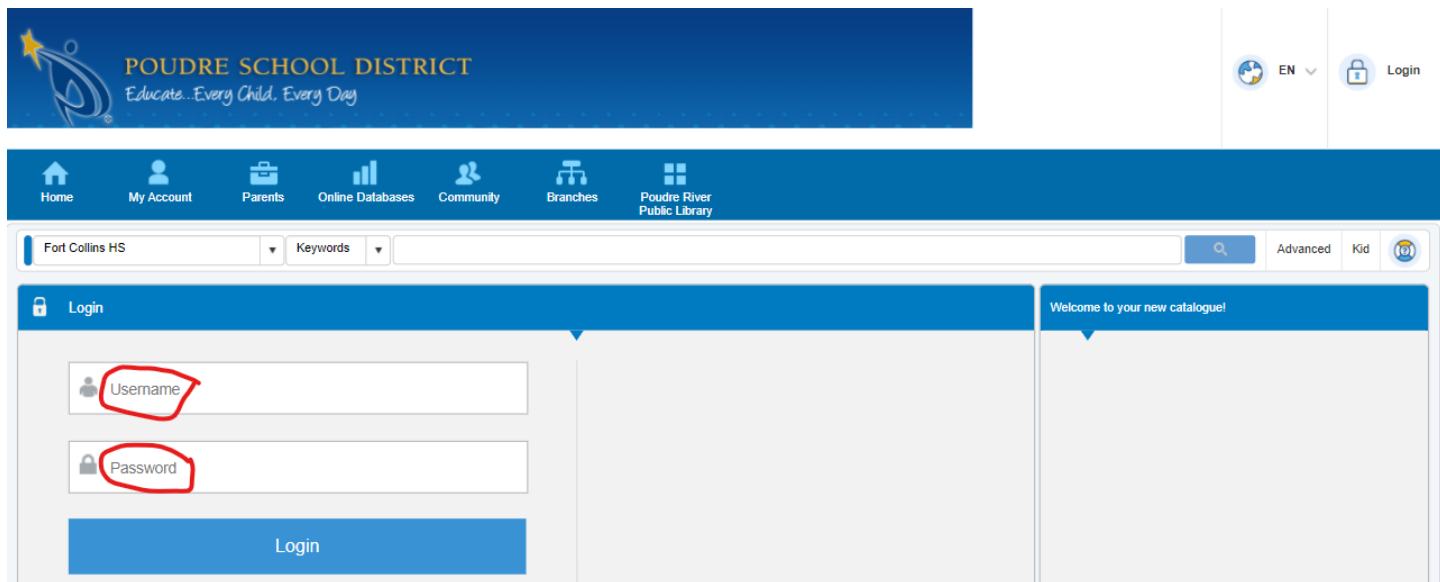
ONE, LITERATURE

BENEDICTE ULTIM

DVD 613 ... Out F Cri Out 551.46 Tru Out 741.5 Gon In F Pee Out 616.89 Kay In 468 Ana In

Weather

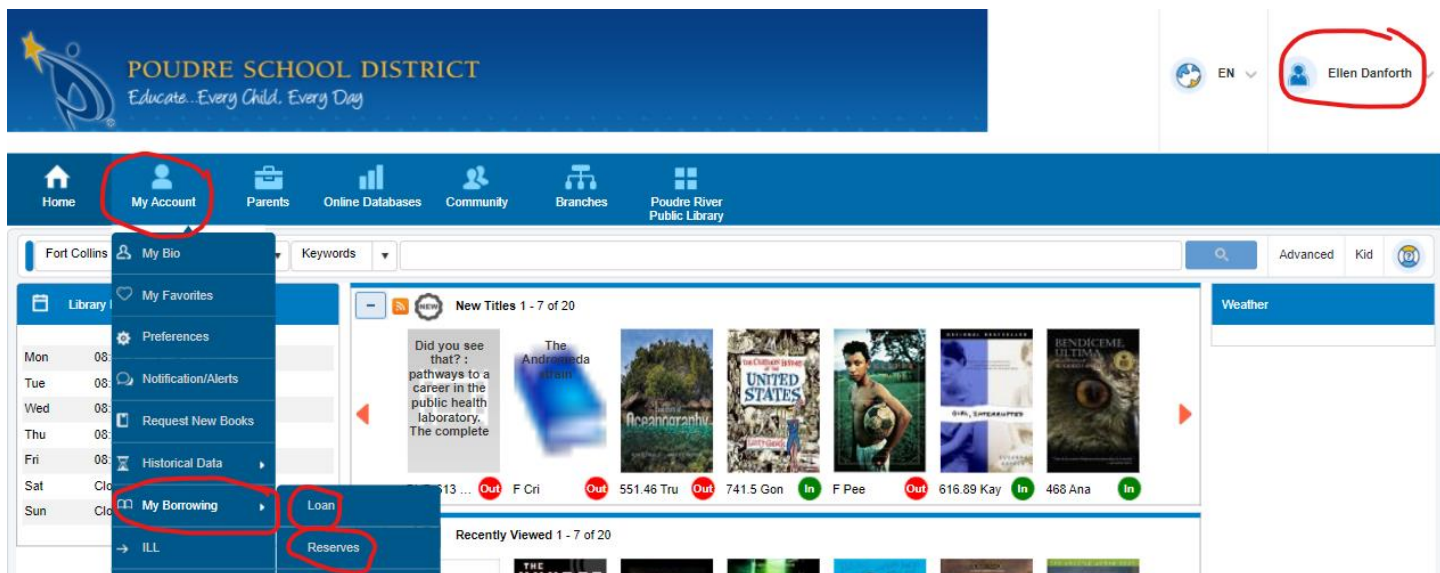
Login with your PSD username and password.



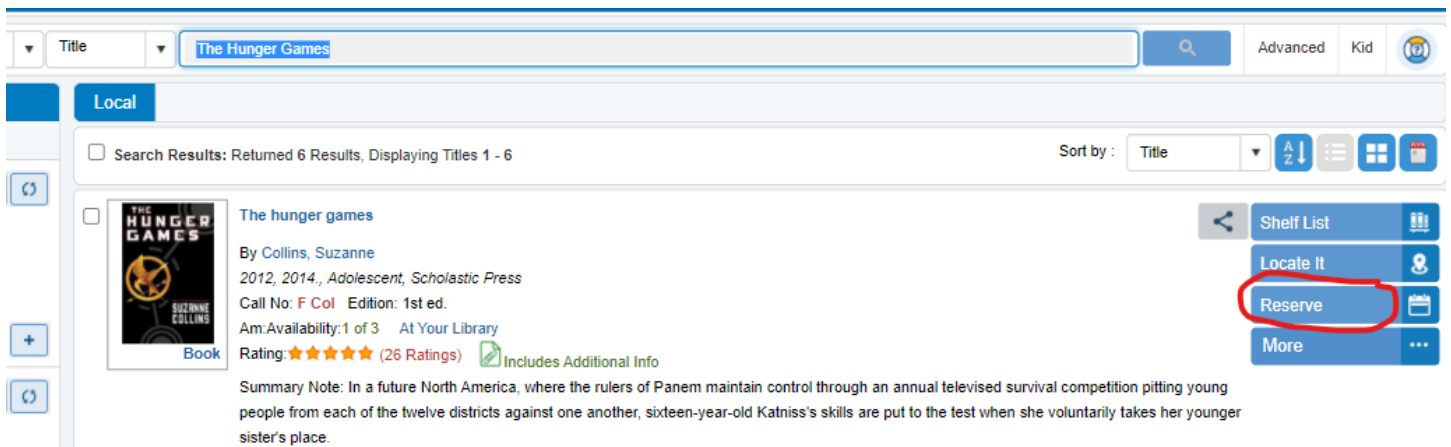
Make sure your name shows up in the upper right-hand corner of the page.

If you want to see what you have already checked out or reserved, click on My Account.

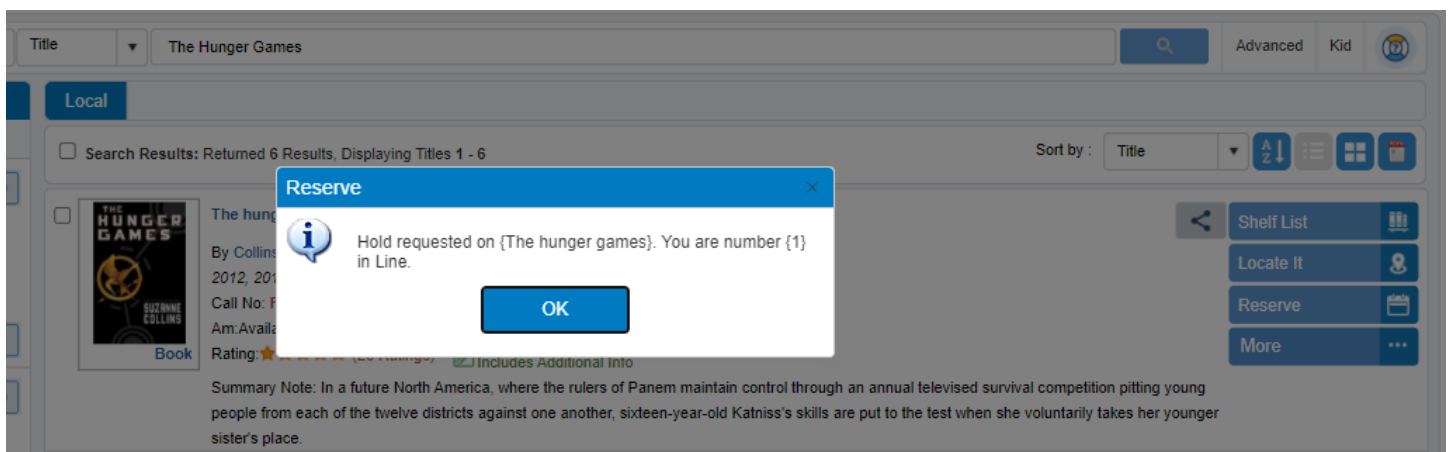
You may reserve up to 5 books and you can check out up to 10 books. It is recommended that you reserve and/or check out more than one book in case we do not have the “one” you want. Also, if you have more than one you will be able to “audition” books from your selection to find the one you like best and avoid another trip to the library.



Search for a book using the instructions on “How to use the Card Catalog to find a book in the library at FCHS”. When you find one you want, select Reserve on the right side of the screen.



Click OK when you get the prompt that your request is now on hold.



An email will automatically be sent to the librarian and your book will be processed for you so you can pick it up in the LTC. You will also get an automatic email to confirm your reservation. And you will get a separate email to let you know when it is ready to be picked up. If you have any questions about your reserve(s) email Mrs. Danforth [edanfort@psdschools.org](mailto:edanfort@psdschools.org).

The loan period for each book is 4 weeks and you can renew it twice. There are no fines for late books, but you will be notified by email when the book is due. You can either renew it or return it. Email Mrs. Danforth if you want to renew your book. You will only be assessed a fee if you lose the book (or do not return it). Please return the books to FCHS.