

eBooks: Follett Shelf

Accessing eBook Shelves

- District website: <http://www.dps61.org/>
- Left side under Site Shortcuts: School Library Media Information
- On the left side select: Collections
- eBook Shelves will be at the top

District has 4 eBook shelves with over 2000 books available:

- Elementary Shelf (Elementary, Middle, High School, and Staff): <https://wbb02376.follettshelf.com/>
- Middle School Shelf (Middle, High School, and Staff): <https://wbb02377.follettshelf.com/>
- High School Shelf (Middle, High School, and Staff): <https://wbb02378.follettshelf.com/>
- Professional Shelf (Staff only): <https://wbb02379.follettshelf.com/>

Login

- Staff
 - Username: first letter of first name and all last name
 - Password: ebook
- Students
 - Login: dps + student's ID number (i.e. dps10000000)
 - Password: ebook
- You should have access to all shelves. Students only have access to those appropriate for their grade level.
- Can be viewed at school and at home with the link and login information.

eBook Landing Page

- All books appear on the main screen. Can display by book or List.
- Can narrow down by: Availability, Author, Subject, Genre, Lexile, Interest Level, Reading Level, Series, Review Rating, Publication Year, Extent (# of pages), Language. It will give you the options in the drop down menus.
- You may also search for a book by title, author, keyword, etc.
- Bookbag shows: Checkouts, Reading List, Holds, Reading History, Digital Resource Links
- The Follett Shelf logo in the upper left-hand corner always takes you back to the main page.

When you Find your Book

- To open the book: As you hover over the book it will show information about the book and say “Open”. You can select “info” for more about the book (like a catalog search), “open book” to open it or select the book to access it.
- On the left Contents, Search, Highlight, Add Note, Book Notes.

Reading the eBook

- At the bottom select the icon with the “1 & 2” to make it a 2 page spread if you wish.
- Adjust the view and size print using the icons surrounding 1 or 2 page spread icon.
- Turn the page using arrows in lower right hand corner. Can also go to a specific page by entering the number.
- “Read” in lower left will highlight if book has read aloud option.
- The “i” next to the title gives information about your reading of the book. Can print a select number of pages that is set by publisher.
- Selecting “Follett Shelf” in upper left hand corner takes you out of the book to the landing page.
- You can read the full book online without checking it out.

Checking Out an eBook – 3 ways

- From the landing page
 - Select the “i” in the lower right hand corner of the book icon.
 - Select the option “Checkout/Hold”.
 - It will show you that it is checked out and the due date.
- While in the eBook
 - Select the “i” next to the title.
 - Select “Checkout”.
 - It will show that it is checked out and the due date.
- When closing an eBook
 - Select “Follett Shelf” in upper left hand corner.
 - Pop up screen will show “Continue Reading”, “Close Title”, or “Checkout”.
 - Select “Checkout”. It will show you that it is checked out and the due date.
- Books can “checked out” for 7 days to any PC, Laptop, iPad or Promethean Board.
- Only allows one checkout at a time.
- Books will automatically “return” themselves out on the due date. You don’t have to do anything.
- You can return a title early if you want to select another book by:
 - Go to your “Bookbag”.
 - Underneath the book title select the arrow.
 - Select “Yes” you want to return the title early.

Logout

- When you are finished, select your name in the upper right hand corner.
- Select “Logout”