HOW TO CHECK OUT LIBRARY BOOKS!

To check out a book, simply click on the link: **https://cvusd-wal.goalexandria.com**

1. Click on the "Log In" button at the top left of the screen.

2. To log in:

   Username: [type your student ID number here]

   Password: [type your last name in all lower case here]

3. Find the book you want to place on hold using Search, Scout, Browse, or Explore.

4. Click on the book.

5. Click on the arrow to the right of the window.

6. Click the hold icon (*the picture of a hand on a book*).

7. Click **Place Hold** to place the hold, or click **Cancel** if you want to place a different book on hold.

8. A confirmation will pop up letting you know your hold has been placed.

I will get an email showing me the books you placed on hold, and then I will set the books aside for you to pick up.

Please note: All 1st through 5th graders may check out TWO library books using our on line system. *(TK and K students will start checking out in January).*

Happy Reading!

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