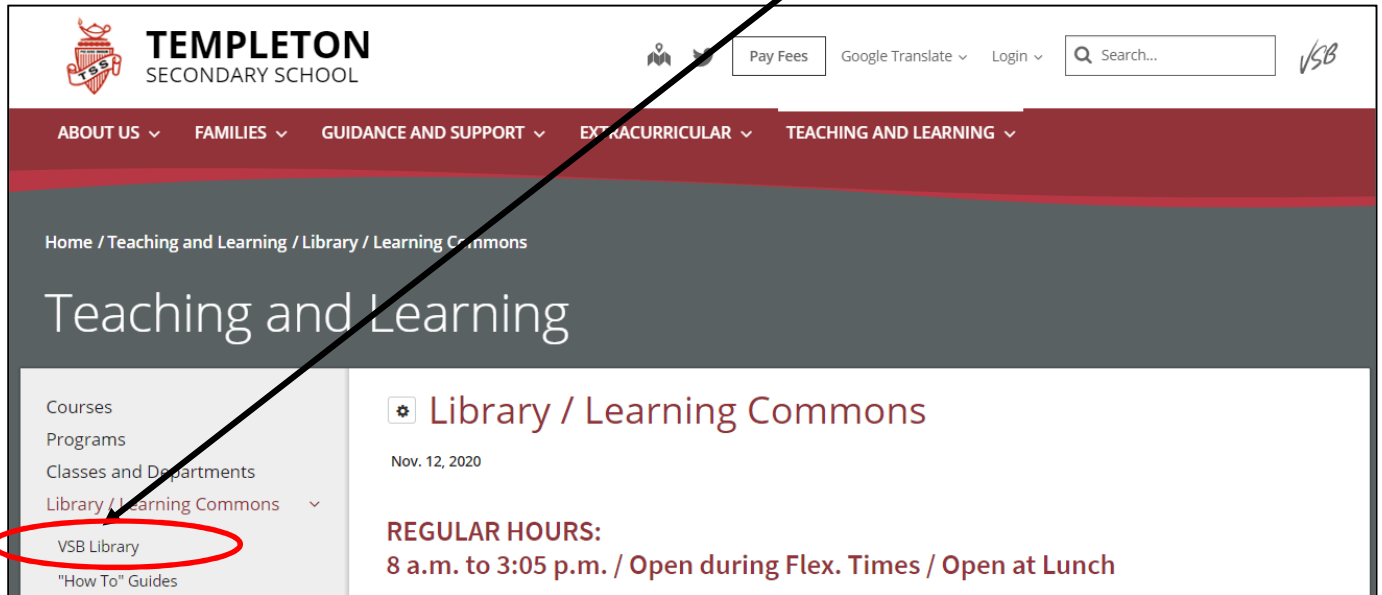


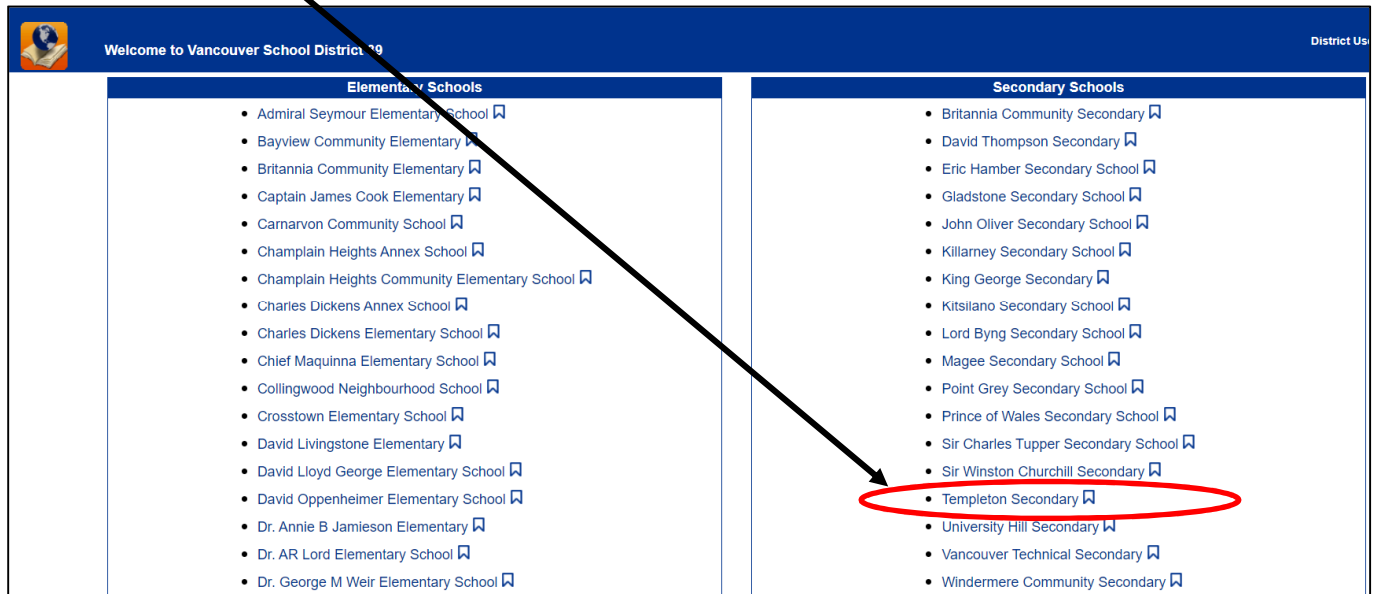
RENEWING YOUR LIBRARY BOOKS ONLINE

1. Go to VSB LIBRARY. **Select it from the Templeton Library Website,** or do a Google search for: library.vsb.bc.ca



The screenshot shows the Templeton Secondary School website. The header includes the school logo, name, and navigation links: ABOUT US, FAMILIES, GUIDANCE AND SUPPORT, EXTRACURRICULAR, and TEACHING AND LEARNING. A search bar and a 'VSB' logo are also present. The main content area displays 'Teaching and Learning' and 'Library / Learning Commons' with a date of Nov. 12, 2020. A sidebar menu on the left lists 'VSB Library' and 'How To' Guides, with 'VSB Library' circled in red. The main content area also features 'REGULAR HOURS: 8 a.m. to 3:05 p.m. / Open during Flex. Times / Open at Lunch'.

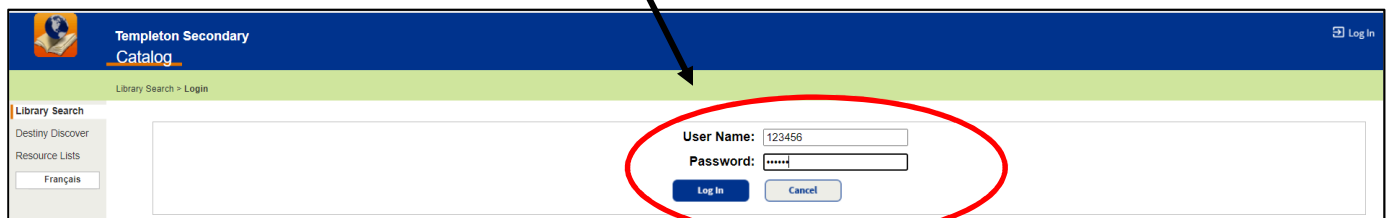
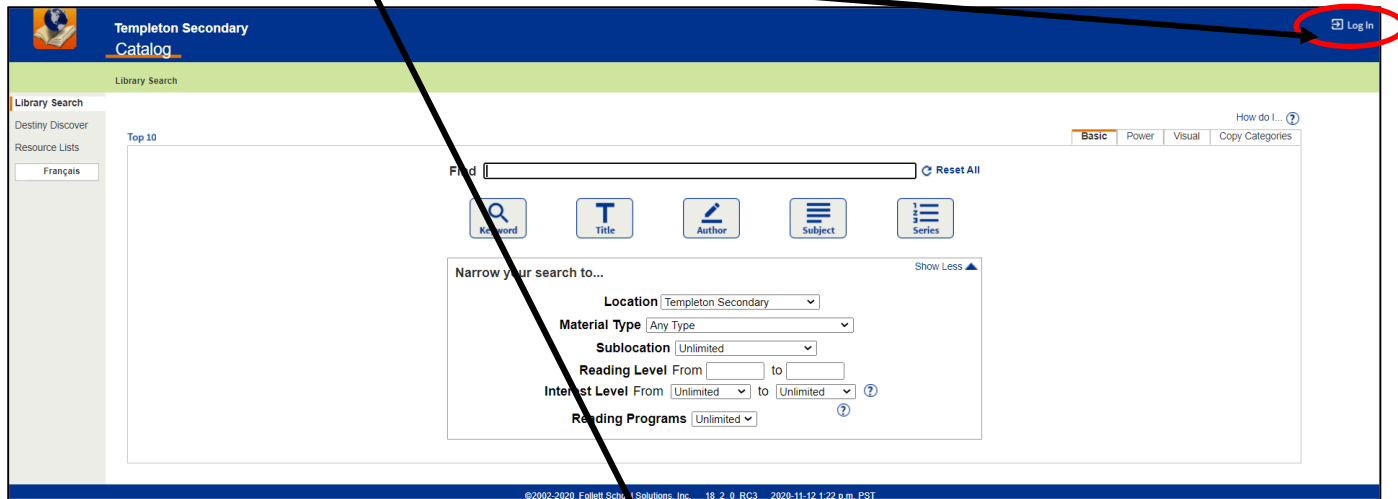
2. **Select "Templeton"** from the List of Schools.



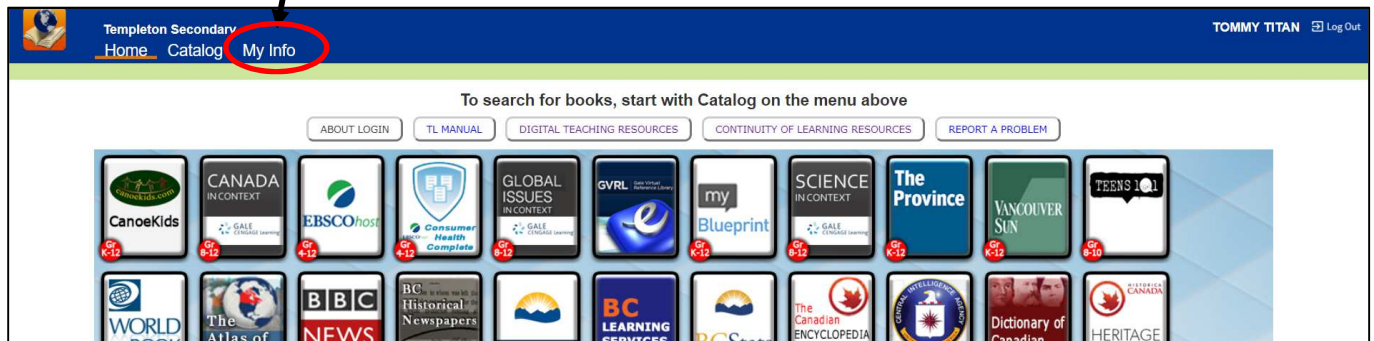
The screenshot shows the Vancouver School District website. The header includes 'Welcome to Vancouver School District' and 'District Us'. The main content area is divided into two columns: 'Elementary Schools' and 'Secondary Schools'. The 'Secondary Schools' column lists various schools, with 'Templeton Secondary' circled in red. The 'Elementary Schools' column lists schools such as Admiral Seymour Elementary School, Bayview Community Elementary, and Britannia Community Elementary.

The next screen will be the search screen where you can look up titles in our catalogue. To see details in your personal account, and to access the VSB Databases, you will need to Sign in / Log in.

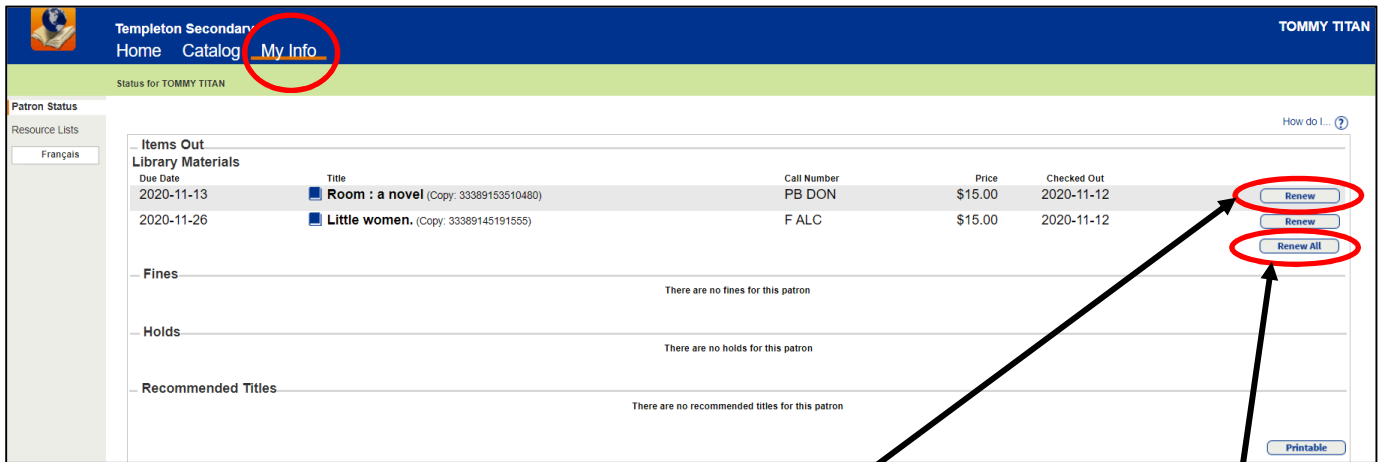
3. **Log in with your Network Login** (i.e. your student number & network password)



4. Once you are logged in, you will see all the databases and on the top line you will see the **tab for "MY INFO"**

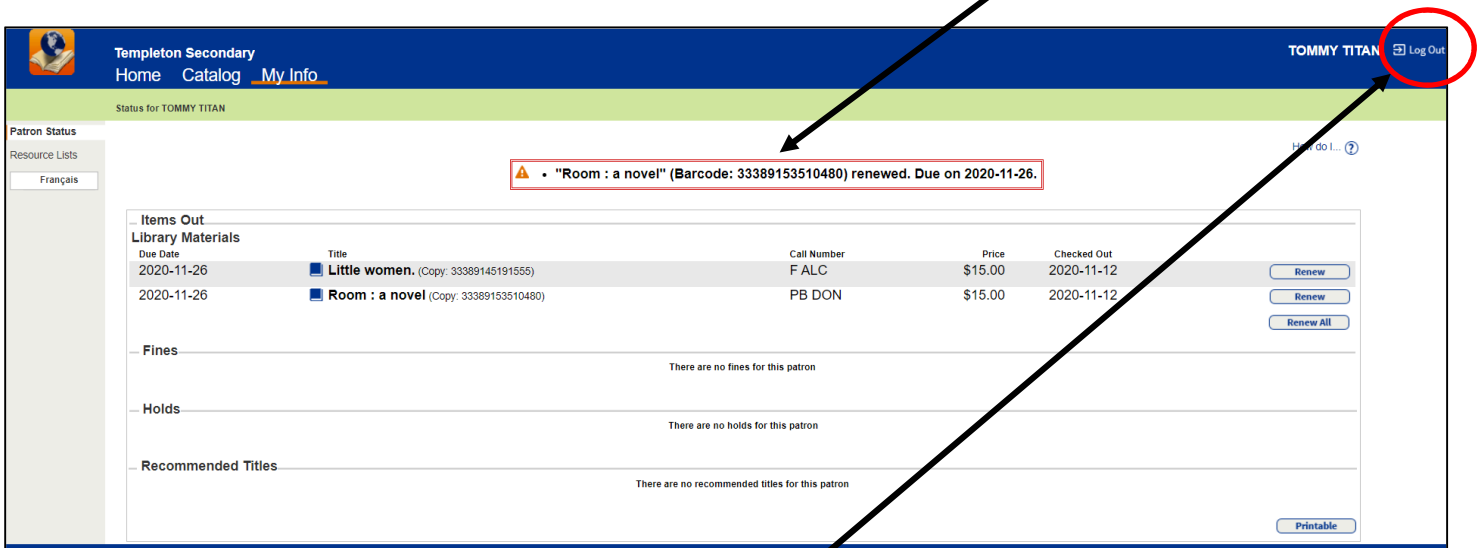


5. Click on the **"MY INFO"** tab to see your library account.
You will now see a list of the titles you checked out & see the date due.



6. To renew a single title, simply click on the **RENEW button**, to the right of the title.
If you want to renew all the titles you have checked out, click on **RENEW ALL button**.

Note: When you successfully renew an item, you will see a pop up box to confirm that the item has been renewed.



7. When you have finished, **Log Out of your account** by clicking on the Log Out button at the top right of the screen.

Note: You need to visit the library and renew items in person, when:

- the book is overdue.
- you need to renew the same book for a second time.

And don't forget to bring the book and your Go-Card with you.