How to use Accessit – our library system



- 2. Click on the tile and it will bring you to this page.
- 3. Click blue box 'Guest'
- 4. Click Login in with school details





5. Log in with your school email address, no password needed

YearFirstname.lastname@exmouthcollege.devon.sch.uk

6. It will take you to your'dashboard' where you can see the following:

- Current Loans
- Over dues
- Bookings
- Current Loan History
- My interests
- Reservations



7. On this page you can:

Renew a book – only if it's **not** already overdue and three times in total.

Reservations – If you have a reservation it will show, you can cancel it if you no longer need it by pressing cancel.

Create your personal interest lists

See your loan history – if you click on a book in this section you can write a **book review**. One Class charts point is given for a review once checked.

8. To search for a book press the Home icon, it will take you to this page.



Two ways to look for books:

For the following put the search in the search box at the top, you can then narrow using the on the left hand side.

- Non-fiction
- Book title
- Author



AR Books by Level

Go to Visual Search – Accelerated Reader – Select Level – This will bring up ALL the books in the level there are approximately 1500 in each level!





9. Tips for book search:

Available and in the library

Unavailable but click on it and you can reserve

Use the filter menu to narrow search further:

- Age category e.g. Year 10+
- Series
- Fiction/Non-fiction
- Keywords e.g. murder/dyslexic friendly

Click on the books more info:

- Blurb
- AR points
- Reserve
- Write a review
- Read reviews

How to find the book on the shelf:

Non-fiction – book have numbers on the spine 0-900

Fiction – Search by the first three letters of the author's surname e.g. J.K. Rowling would be ROW





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