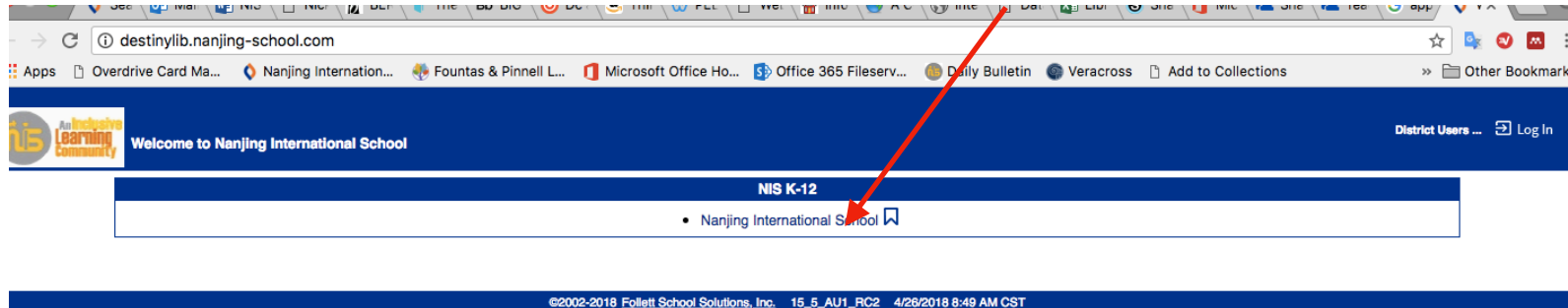


# Textbooks

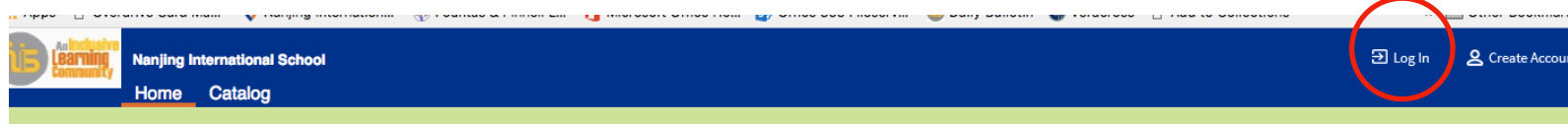
## How to check them in and out

Teachers, please check textbooks in or out to students on your laptop. Ask if you have any questions!

Go to the [library homepage](#) and click on Nanjing International School.

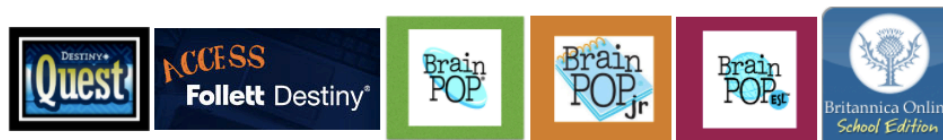


**Bookmark this page!!!!**  
Click on Log In.



Welcome to the NIS Library

Use the links below to access the wealth of digital resources offered at the NIS Library. Feel free to contact the librarians if you need help in your search! For usernames and passwords, login to [Veracross](#)> Portal Links> Library Subscription Information.



User Name:

Password:

[Forgot password?](#)

Log In

Cancel

Don't have an account? [Create new account](#)

Your username is your ID number, without the "P"  
Your password is also your ID number.

[Don't know it?](#)

[Look on your faculty ID card \(lunch card\).](#)

Click on Circulation Tab

Click on Check Out Text

Name	Barcode	Homeroom	Grade Level
Fuchs, Max	P 52	5B: Taiga Shipley/ Sunny P.	Grade 5
Liang, Jiaze (Max)	P 12300	PK: Ange Goding/ Victoria Z.	Pre K
Willecke, Maximilian (Max)	P 23	4B: Tye Norbraten/ Eva Y.	Grade 4

Be sure that the "To Patron" tab is selected on the right  
Click on "Find" and type in student's name (first or last).  
Click "Find Patron"

## To Check Out Textbooks

Select the student

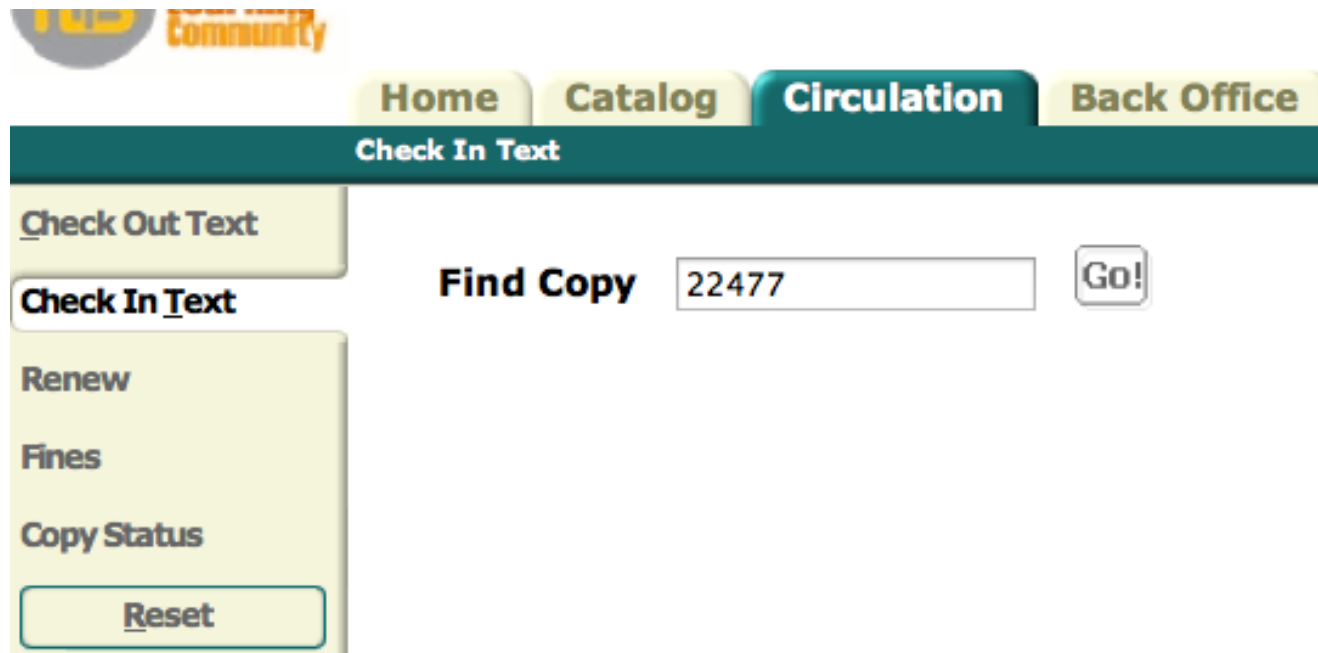
In the same Find field, type in book's yellow barcode number  
(note that the 000 before the numbers are not needed)

## To Check in Textbooks

Click on Check-In Text

Click on "Find Copy" and type in book's yellow barcode number (no student name needed)

Click Go!



The screenshot shows a library website interface. At the top left is the logo for 'Community'. Below it are navigation tabs: 'Home', 'Catalog', 'Circulation' (which is highlighted in dark green), and 'Back Office'. Under the 'Circulation' tab, there is a sub-section titled 'Check In Text'. On the left side of this section is a vertical menu with the following options: 'Check Out Text', 'Check In Text' (which is highlighted), 'Renew', 'Fines', and 'Copy Status'. At the bottom of this menu is a 'Reset' button. In the main area of the 'Check In Text' section, there is a 'Find Copy' label, a text input field containing the number '22477', and a 'Go!' button.