

How to Order a Book

- Go onto the library computer
- Log into your student account:
 - ✓ The username is the first 5 digits of you student ID number, after the zero.
 - ✓ The password is your locker combination.
- Double click on the icon: Internet Explorer.
- Go onto: www.Oakcrest.net.
- Scroll towards the bottom of the page, on the left side, click: OHS Library.
- Click on the first link: Research
- Click on: Oakcrest Library Catalog.
- Scroll over to the top right side of the page.
- Log in:
 - ✓ The "Library Card #" is your ENTIRE, 14 Digit student ID number. Please see Ms. Dorrell if you have trouble logging in.
 - ✓ Your PIN has been assigned to you by Ms. Dorrell. Please see her for that information.
- In the middle of the page, click on: Advanced Catalog Searches.
- If you know the Title of the book you want, type it in next to the "title" box.
- Click on the Search button.
- Scroll down to see what book you would like to check out.
- Once you found a book you like, click on the title of it (in blue).
- Scroll down to the right side of the page, see if is in Oakcrest Library.
- If it is, go to the section and find the book. *You can use the link on the research page for how to use the Dewey Decimal System.*
- If the book that you want is not in Oakcrest Library, scroll back up to the top and click on the second link that says "Place Hold"
- Make sure the Pickup Library is **Oakcrest High School Library**
- Click on the **Hold** button
- Check back into the Library after 2 or 3 days.