

# JJHS LC Book Pickup/Drop Off

Jefferson Junior High Learning Commons is excited to offer curbside book pickup and drop off for library books. This means you can check out actual, physical books to take home and read or research in an easy and safe way.

## How to Reserve

- Go to either [JJHS website](#) or [LC Canvas page](#) to access the [Atrium online catalog](#)
  - Login in with username (ID#) and password (last name, all lower case )
  - Search Atrium for book(s) and click “**Quick Reserve**” from Details screen.
  - Come to school between 7 am - 3:30 pm on either Tuesday or Friday for pickup
  - See [video tutorial](#) on the “[Using Atrium](#)” page in Canvas for help with this process

## Pickup

**Monday through Fridays**  
**7 am - 3:30 pm**

- Reserve a book on Atrium.
- New reserves are processed twice a week and checked out to students on Monday and Thursday afternoons.
- **Watch for an email confirming your reserve has been checked out to you.**
- When you arrive at Jefferson, come to the main entrance (Door 1).
- Your **labeled books** will be on the rack inside Door 1 organized alphabetically by grade level.
- Be sure to **ONLY** take items checked out to you!

## Drop off

**Monday through Friday**  
**7 am - 3:30 pm**

- Bring books back to Jefferson during the normal school hours.
- Inside the entryway at Door 1, there is a book return container located on the bottom shelf of the metal rack where you picked up your LC book.
- Simply place books in the container.
- Staff will regularly be collecting books.
- Email receipts are sent to parents and students when books get scanned in -- another reason to check your Gmail!

## Safety First

- Materials will be quarantined for a minimum of 3 days or within current IDPH, CDC, and NCUSD 203 guidelines.
- LC staff will adhere to all IDPH, CDC, and Naperville CUSD 203 guidelines in regards to handling LC materials.
- For more information on safety protocols being followed see guidance from ALA:  
<http://www.ala.org/alacts/preservationweek/resources/pandemic>

Question? Need help or a good book recommendation? Email: [msherry@naperville203.org](mailto:msherry@naperville203.org)