1. Start Here

http://herc.follettdestiny.com
- Select HERC Library & Media Catalog
- Browse the catalog as a guest or to take advantage of features!

Call HERC at 445-7074 for user name and password

2. Login to Your Account

- Click on the Login button in the upper right corner of the HERC Library & Media Catalog screen. Enter your user name and password.
- The “My Info” tab next to the “Catalog” tab will show all of the items checked out to you as well as due dates.

3. Search

- Click on Catalog tab
- Enter a word phrase, title, author, or subject
- Results will display by type

4. Create Resource Lists

- Click on Resource Lists
  - Click on Add List
    - Name the list (Example: Cells)
    - Click Save
- Return to “Library Search”
- Find items and click “Add to this list”
- Use the “Resource Lists” button to see or update items in lists

5. Request Materials

Email a request through Destiny’s “Resource Lists” feature

- Select a list by clicking 
- Choose tab for items to request
- Review items in the list and update as needed
- If there is more than 1 page of items click [ Show All ]
- Click “Choose an Option” -- at top of list and drop down to “Email this List”
- Click “Go!”
- Email should show herc@humboldt.k12.ca.us
- Type your email address or phone number and any notes in the Message box so staff can reply if needed
- Click the “Send” button

Contact HERC: herc@humboldt.k12.ca.us (707) 445-7074 FAX (707) 445-7073