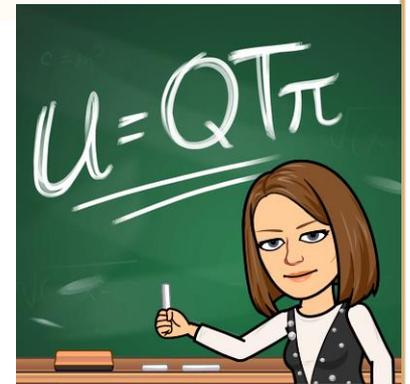


Welcome to Kenai Central
High School Library
Lets make 2019-2020
a fabulous year!



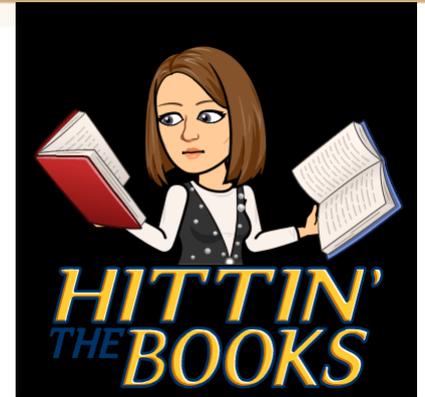
Today's Objectives

- Introduction to library
- Locating resources
- Reference materials
- Library procedures
- PAC- online library catalog
- Visual tour of library
- Visit Library Web Page
- Checking out a book
- Canvas introduction



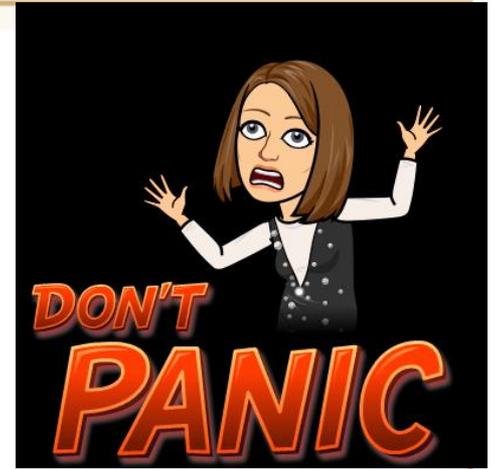
Library Staff and Hours

- Library Staff
 - Librarian: Ms. Gann
 - M W F pm
 - Assistant: Mrs. Brown
 - T Th F am
 - Hours: 7:30 – 2:30
 - Study Hall M-Th 2:30 – 3:30
- *sign in and out please during study hall



Expectations

- Work quietly and stay on task
- Please bring your id sign in and out on computer
- Food and beverages are only allowed at lunchtime, put them on the table in the not by the computers.
- Use email for school-related projects
- Use the internet responsibly, abiding by KCHS and KPBSD internet guidelines
- Keep your area neat and tidy 😊
- Please push in your chair when you leave
- This is your library let us know how we can help you!



Lunch in the Library

- You are welcome to eat your lunch in the library
- Please **clean up your area** and wipe down your table when you are finished.
- Please **do not eat** at the computers.
- **Keep your library neat and tidy it is a fabulous library!**



What's What and Where is it?

- *Alaska Collection (AK)*– 979 in nonfiction
- *Biographies (B)* – Back Wall left side
- *Fiction (DEW)*5 Tall Shelves left side
- *Non-Fiction (000.0 A-999.9)* – 5 Tall stacks right side
- *Reference (R)* – short wall by Circulation desk
- *Encyclopedias* – In Reference
- *Dictionary* – between the shelves nonfiction
- *Supplies* – tables around the library
- *Book return* – circulation desk
- *Printer* - Library 227 on Sharon



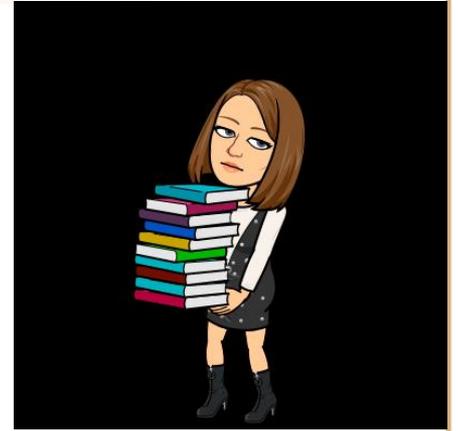
Find a Book?

- Go to KCHS Library webpage
- Link on each student desktop
- Browse the shelves
- Ask a friend or classmate
- Ask a teacher or librarian for help



Check out

- Bring book to front counter
- Type or scan your id in the wireless keypad
- Date due gets stamped
- Return or renew it in 3 weeks
- May check out 6 books or more if needed just ask



How Do I Renew a Book?

.....it is really simple!

Bring it in or let us know and
we will renew it for you

Go online and renew it
yourself

Log in to Alexandria on your
desktop! Your id and your
last name is your password.



Helpful Research Tools

(The following can be accessed from home, too!)

Accessed from our Library webpage:

- [Alexandria Researcher](#)
- [World Book Online](#)
- [Gale Databases](#)
- [Discovery Education](#)
- [SLED](#)
 - Databases
 - Magazines
 - [Live Homework Help](#)
 - [Resources in Context](#)



Using Computers?

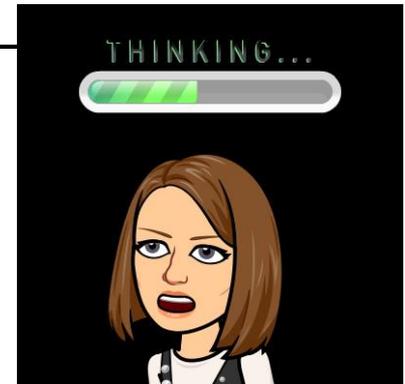
- You have an KPBSD Internet Use permission form on file
- All usage must be school-related
- No playing games during class time
- Classes have priority over individuals with passes



Printing from a computer?

- Print your school work
- Pick up printing from copier by library office
- Copy what you need into word document before printing from internet
- Choose the correct printer go to settings on your computer to add printer

07 Library 227 on Sharon



Other Library Services

- Emailing scanned copy
- Copy things that you need multiple copies of for class
- Laminating – cost varies
- Inter-Library Loans (from other libraries in the district)



Overdrive @KCHS

- Electronic Books
- Audio Books
- Guttenberg Books
- Overdrive App to use
- Add KPBSD Schools as location
- [Library Overdrive](#)
- Sign in with computer User Name and password



KPBSD Resources Available

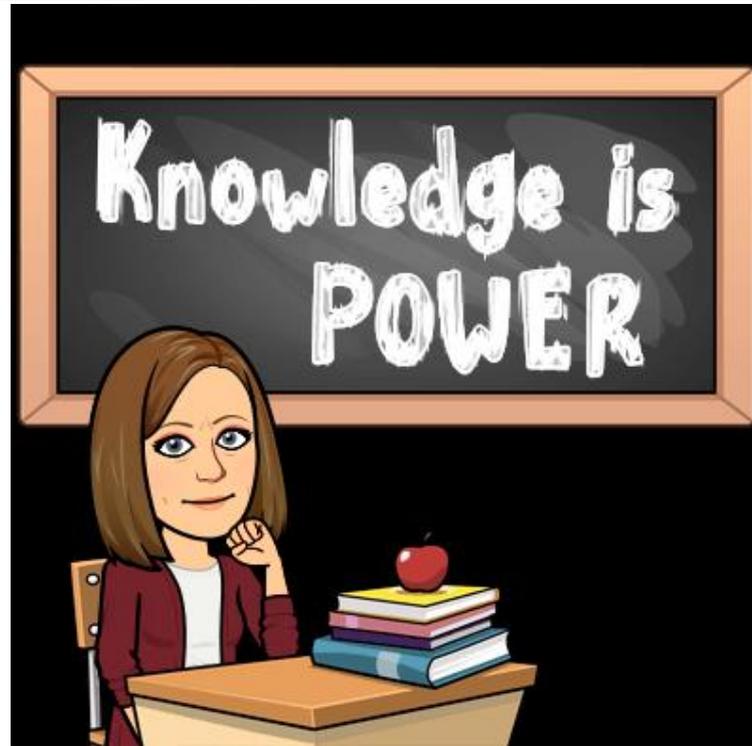
- [Kenai Peninsula Borough School District](#)
- [Wordbook](#)
- [Discovery Education](#)
- [Canvas](#)



Do You Have Any Questions?

- Locating resources
- Library procedures
- [Alexandria online catalog](#)
- [Library webpage](#)
- How to check out a book





We look forward to
seeing you often in
the library.

