

Welcome to Kenai Central High School Library

Lets make 2021-2022

a fabulous year!

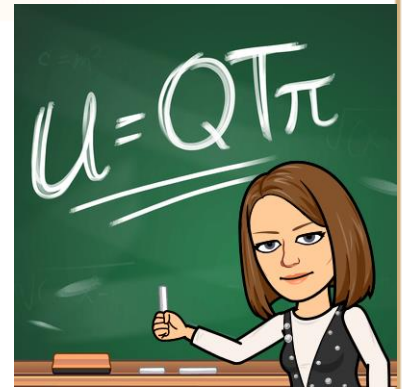


Ms. Gann



Today's Objectives

- Introduction to library
- Locating resources
- Reference materials
- Library procedures
- [KCHS Alexandria](#) – library catalog
- Visit [KCHS Library Web Page](#)
- [Put a book on Hold Alexandria](#)
- [Canvas](#) log in on KPBSD website



Library Staff and Hours

- Library Staff
 - Librarian: Ms. Gann
 - T TH & F am
 - Assistant: Mrs. Brown
 - M W & F pm



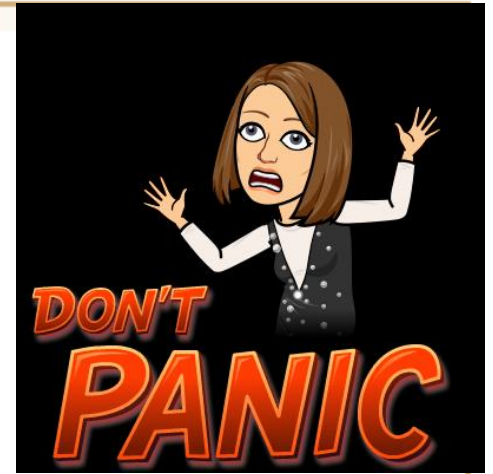
- Hours: 7:30 – 2:30
- Study Hall M-Th 2:30 – 3:30

*sign in and out please during study hall



Expectations

- Work quietly and stay on task
- Please sign in and out on computer
- No Food and beverages
- Use email for school-related projects
- Use the internet responsibly, abiding by KCHS and KPBSD internet guidelines
- Please clean up your area and push in your chair when you leave



Library Protocol

- Clean your computer after use
- Need a book place hold on Alexandria
- Follow all instructions from teachers and staff



Lunch in the Library

- Sit at tables or booths
- No food or drink at computers
- Wipe down your table after use
- Follow all instructions from staff
- **Keep your library neat and tidy it is a fabulous library**
- **Please remind each other to push in chairs and leave their area clean! If you see something on the floor pick it up!**



Location of Materials?

- *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
- *Alaska Collection (AK)*– 979 in nonfiction
- *Reference (R)* – short wall by Circulation desk
- *Encyclopedias* – In Reference
- *Supplies* – tables around the library
- *Book return* – circulation desk
- *Printer - Library 227 on Sharon*
- *Sign in Computer* each end of Lab A



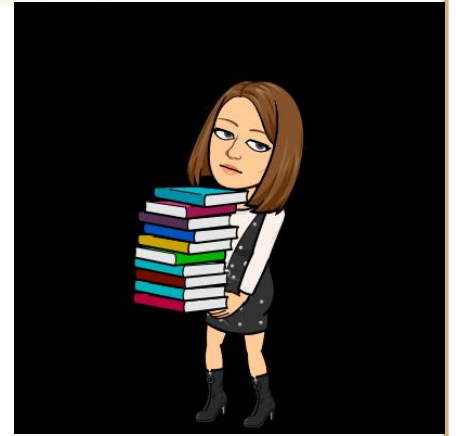
Find a Book?

- Go to [KCHS Library webpage](#)
- Find Alexandria Researcher Link on each student desktop
- Browse the shelves or place hold
- 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



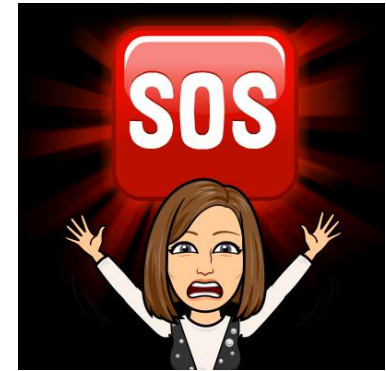
How Do I Renew a Book?

.....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](#)



Visiting the Library

- With your class sit in the area assigned by your teacher
- Coming with a pass sign in on the computer by each door. Sign in individually
- We keep track of numbers
- Clean areas when leaving
- Communicate you are returning to class



Using Computers?

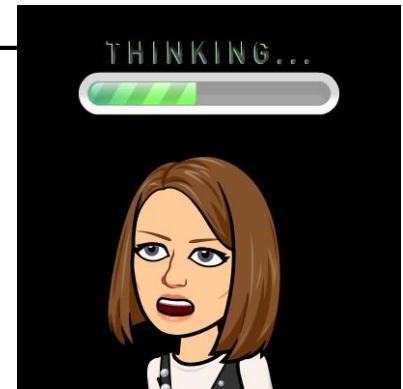
- You have an KPBSD Internet Use permission form on file
- All usage must be school-related
- No playing games during class time
- Classes have priority over individuals with passes



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)



Sora @KCHS

- Electronic Books
- Audio Books
- Guttenberg Books
- [Sora App](#) to use

Add KPBSD Schools as location

- Library Sora Sign in with computer User Name and password



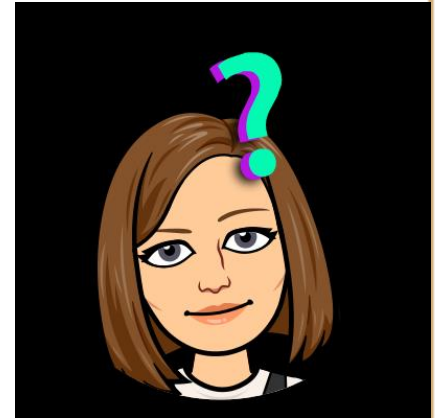
KPBSD Resources Available

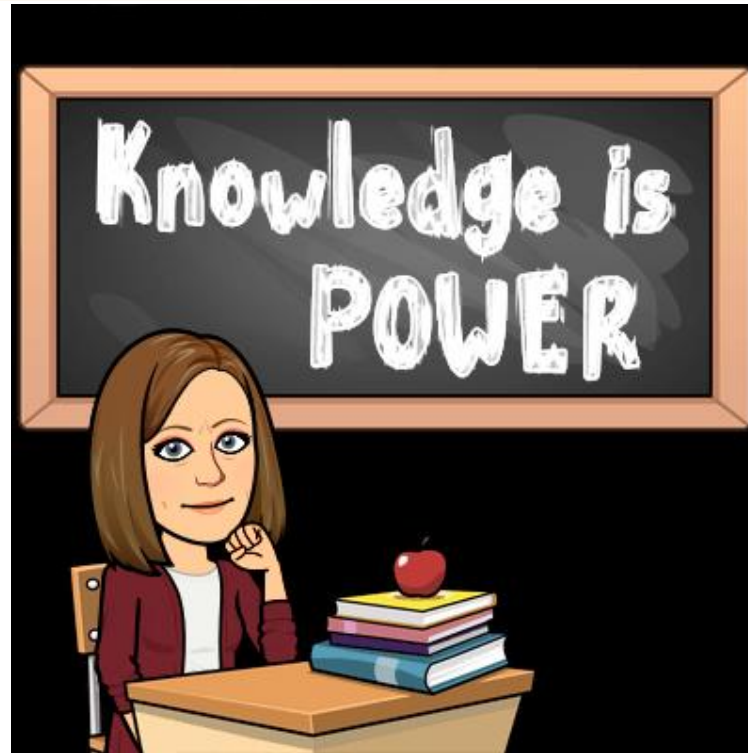
- [Kenai Peninsula Borough School District](#)
- [Worldbook](#)
- [Discovery Education](#)
- [Canvas](#)



Do You Have Any Questions?

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





Please let us know how we
can help!

[Email Ms. Gann](#)

