

High School Library

LETS MAKE 2022-2023

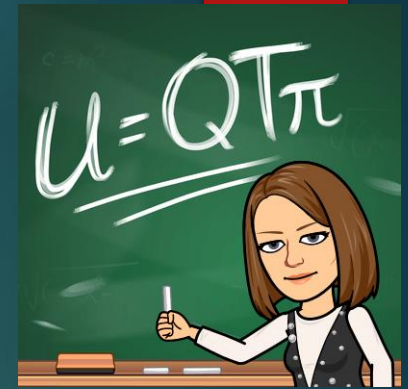
A FABULOUS YEAR!



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

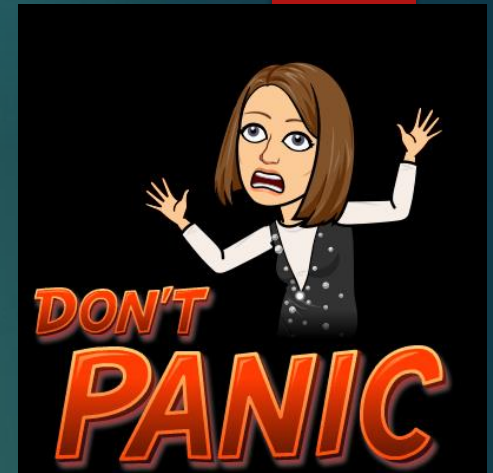
- ▶ Hours: 7:30 – 2:30
- ▶ Study Hall M-Th 2:30 – 3:30
- ▶ Teacher there to help you

*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
- ▶ Clean up after yourself at lunch



Protocol Library



- ▶ Clean your computer after use
- ▶ Need a book look it up
- ▶ Place a hold in Alexandria
- ▶ Browse the shelves
- ▶ Bring it to circulation desk to checkout

Lunch in the Library

- ▶ 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
- ▶ Push in chairs
- ▶ Return chairs to original destinations
- ▶ 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
- ▶ *Reference (R)* – short wall by Circulation desk
- ▶ *Supplies* – tables around the library
- ▶ *Book return* – circulation desk
- ▶ *Printer - Library 227 on Sharon add with settings*
- ▶ *Sign in Computer by circulation desk*



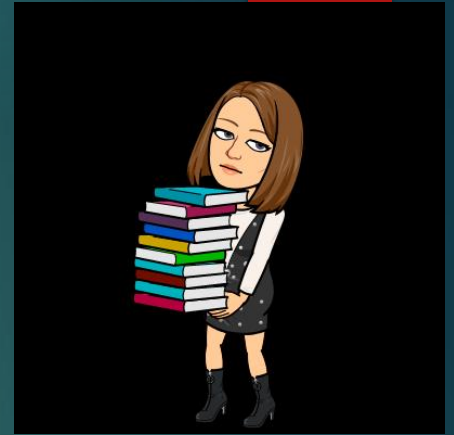
Find a Book?



- ▶ Go to [KCHS Library webpage](#)
- ▶ Find Alexandria Researcher Link on each student desktop
- ▶ Link to researcher on school district page
- ▶ 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
- ▶ No one at the desk put your name and id on a sticky with the book barcode and we will check it out for you



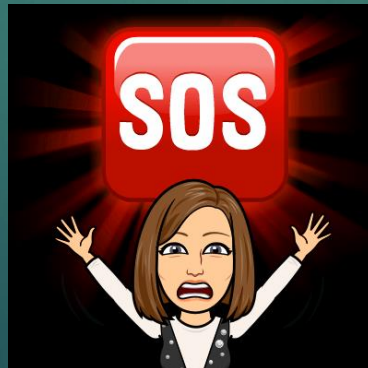
How Do I Renew a Book?

.....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 through our Library webpage:

- ▶ [Alexandria Researcher](#)
- ▶ [World Book Online](#)
- ▶ [Gale Databases](#)
- ▶ [Discovery Education](#)
- ▶ [SLED](#) password sheet in library if needed
 - ▶ 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 on the sheet
- ▶ We keep track of numbers
- ▶ Clean areas when leaving
- ▶ Communicate you are returning to class

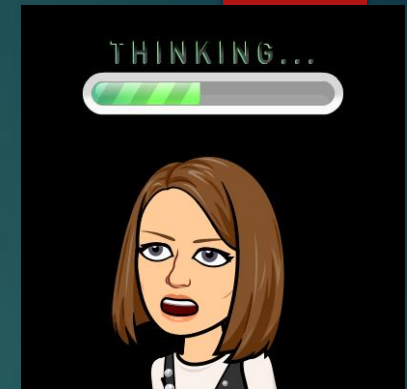
Using Computers?

- ▶ You have an KPBSD Internet Use permission form on file
- ▶ Need to print: use Library 227 on Sharon
- ▶ No playing games during class time
- ▶ Classes have priority over individuals with passes



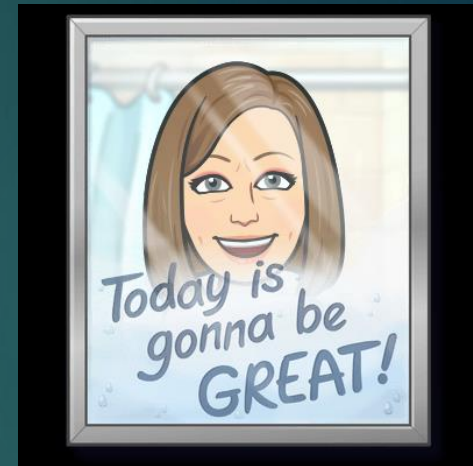
Printing from a computer?

- ▶ Copy what you need into word document before printing from internet
- ▶ Choose the correct printer:
go to settings on your computer click on devices > printers/scanners >click add printer > find 07 Library 227 on Sharon >click on it then open up the document again and print.



Other Library Services

- ▶ Scan on copier and email to yourself
- ▶ Copy things that you need multiple copies of for class
- ▶ Inter-Library Loans We don't have the book (from other libraries in the district)



Sora @KCHS

- ▶ Electronic Books
- ▶ Audio Books
- ▶ Magazines/ Comic Books
- ▶ Guttenberg Books
- ▶ [Sora App](#) to use

Add KPBSD Schools as location

- ▶ Library Sora : Sign in with computer User Name and password Teachers use a 9 instead of the E



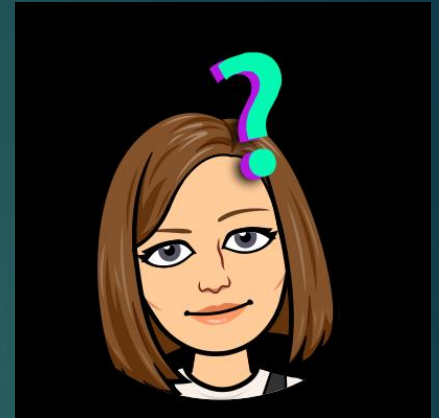
KPBSD Resources Available

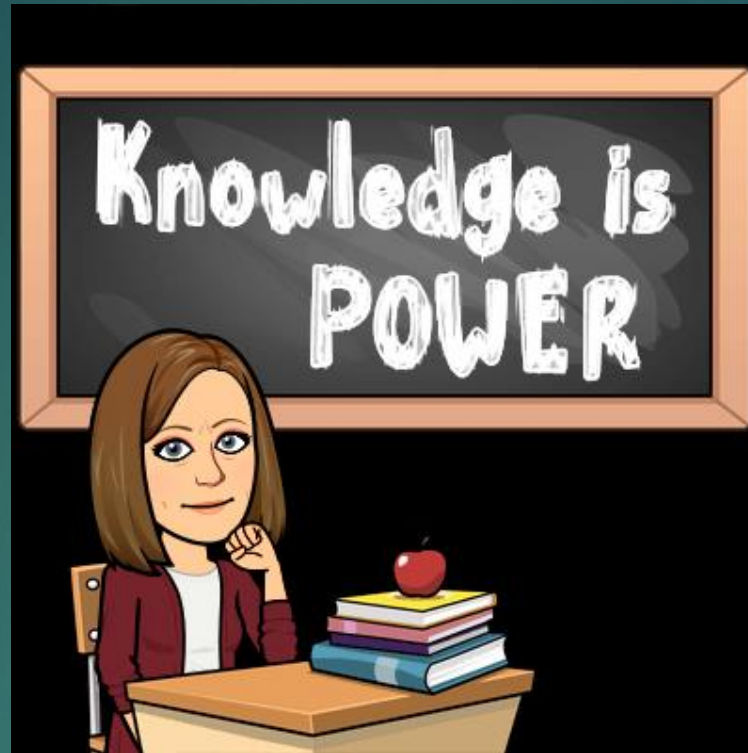
- ▶ [Kenai Peninsula Borough School District](#)
- ▶ [Worldbook](#)
- ▶ [Discovery Education](#)
- ▶ [Canvas](#)



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](#)