

# Welcome to Kenai Central High School Library

Lets make 2020-2021

a fabulous year!

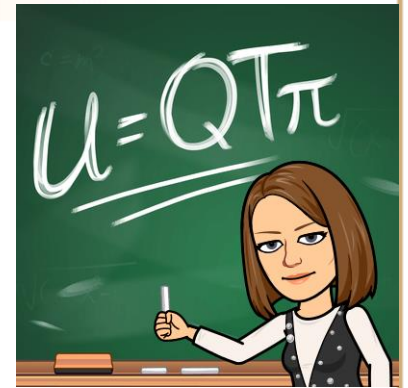


Ms. Gann



# 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



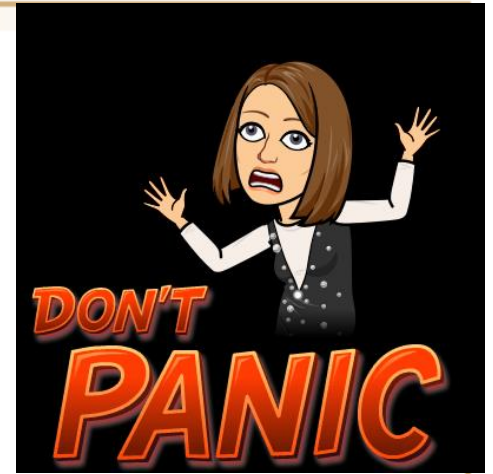
- Hours: 7:30 – 2:30
- Study Hall M-Th 2:30 – 3:30

\*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
- Wear your mask!
- Classes follow teacher instructions on computer usage and table numbers



# Covid Protocol Library

- Please use hand sanitizer upon entering
- Maintain social distancing
- Wear your mask
- Clean your computer after use
- Need a book [place hold on Alexandria](#)
- Follow all instructions



# Lunch in the Library

- Sit only at tables/Booths 2 each
- Do not move tables or chairs
- Please **do not sit** at the computers.
- When finished eating return your mask
- Wipe down areas as instructed
- Follow all instructions from staff
- **Keep your library neat and tidy it is a fabulous library!**



# Lunch Continued...

- No moving furniture at anytime
- Do not sit at computers
- Keep masks on when not eating
- Maintain social distancing before and after eating
- Clean area as instructed





# 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





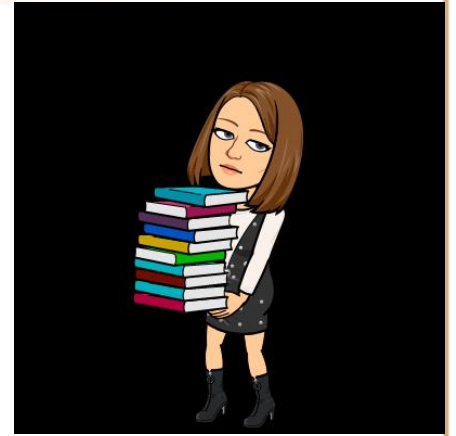
# Find a Book?

- 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

- Currently place book on hold 2 book limit
- 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



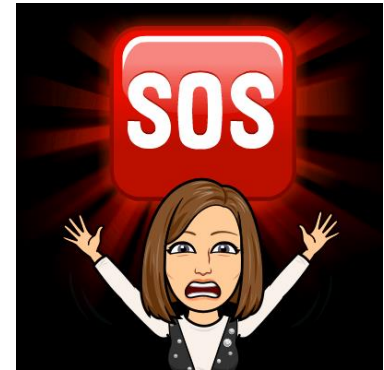
# How Do I Renew a Book?

.....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?

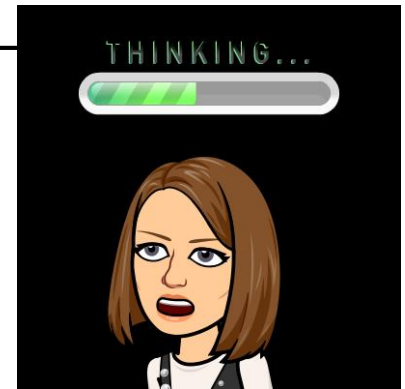
- You have an KPBSD Internet Use permission form on file
- All usage must be school-related
- No playing games during class time
- Classes have priority over individuals with passes



## 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)



# Overdrive @KCHS

- Electronic Books
- Audio Books
- Gutenberg Books
- Sora App to use

Add KPBSD Schools as location

- Library Sora (Overdrive)
- Sign in with computer User Name and password



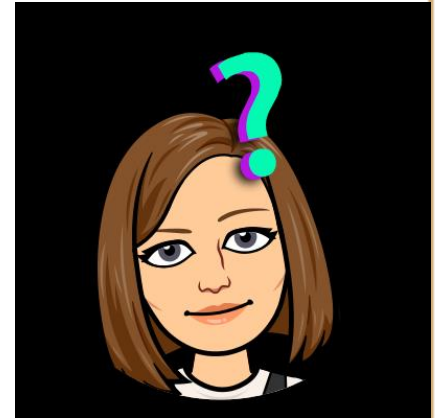
# KPBSD Resources Available

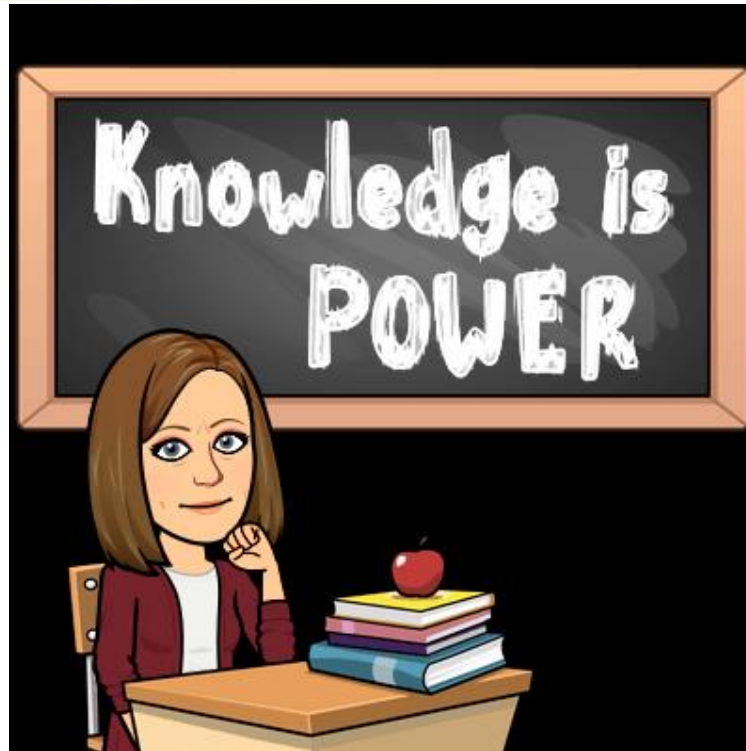
- [Kenai Peninsula Borough School District](#)
- [Worldbook](#)
- [Discovery Education](#)
- [Canvas](#)



# Do You Have Any Questions?

- Locating resources
- Library procedures
- [Alexandria online catalog](#)
- [Library webpage](#)
- How to check out a book
- If we are **Red** we will do minimal curbside checkout
- **Yellow** we will find the book after you have put it on hold.
- Green normal checkout





Please let us know how we  
can help!

Email Ms. Gann

