

Kenai Middle School Library

Introduction to the Library

by Ms. Gann

Staff

- Ms. Gann – Librarian
- Mrs. Brown – Library Assistant

Library Hours

- 7:30 to 2:30
- Lunch times

Use during class time

- Must have permission from your teacher bring your pass
- Come in quietly and begin your work
- Computers are only for school related activities.

Check out Procedures

- Bring your books to the checkout counter
- Type in your student id number
- Book is scanned
- Book is desensitized
- Book is stamped with due date
- Return the book in a timely manner

Book Check Out & Return

- 4 Books for three weeks at a time
- Return to the drop box in the middle of the circulation desk

Can I renew

- Yes as long as it is not on hold by another student
- If you need the book a little longer to finish
- Bring it in and let us renew it for you

Looking for a Book

- Library is organized by Dewey Decimal system
 - The eight tall shelves are the non-fiction section from 000-999
 - The Major Categories are:

000-099 General Works	500-599 Science
100-199 Philosophy	600-699 Useful Arts
200-299 Religion	700-799 The Arts
300-399 Social Science	800-899 Literature
400-499 Language	900-999 History

Fiction

- The fiction section goes along both side walls and the back wall
- It is organized alphabetically by the first 3 letters of the authors last name
- The spine label will have FIC on the top and first three letters of authors last name underneath
- There is a small section of quick read books at the end of the fiction

Biography

- Biography Section is on the 1st tall shelf
- Located alphabetically by the name of the person the book is about

Reference

- Last shelf
- Large books
- Dictionaries
- Encyclopedia set
- Other large books needed for classes

Display Bookshelves

- New books
- Teacher selected books
- Specific topic books
- Seasonal books

Computer Use

- Login with your id number and your password
- Internet permission on file
- Play only approved computer games during lunch and before school
- Work on homework
- Check your grades
- Classroom work

General Notes

- Have a book suggestion let us know what you want and like
- Reading a series let us know the latest installment and we will try to get it
- Please do not return books to the shelves set them on the table or shelf
- Clean up after yourself
- Push in your chairs leave the library neat and tidy
- Please no food or drink in the library

Library Resources

- On your desktop you will find a link to the [library catalog](#)
- Here you can search for a book by author title subject ect...
- The library webpage has an immense amount of information on it.
 - [Library webpage](#)
 - [Overdrive](#)
 - [KMS Library catalog](#)
 - [SLED – Digital Pipeline](#)

Thank You

- Please let Ms. Gann or Mrs. Brown know if they can help you.
- Email Ms. Gann at jgann@kpbsd.k12.ak.us