

# Kenai Middle School Library



Introduction to the Library

by Ms. Gann

# Staff

- Ms. Gann – Librarian
- Tuesday Thursday and Friday Morning
- Mrs. Brown – Library Assistant
- Monday Wednesday and Friday Afternoon
- We are here to help!



# Library Hours

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- 7:30 to 2:30 Ms. Gann usually arrives earlier
- Lunch times we are open most lunches
- Food in library with prior permission only
- Office door is the only one open during lunch
- Coolmath games and Prodigy are the only games that can be played in the morning and at lunch



# Lunchtime in the Library

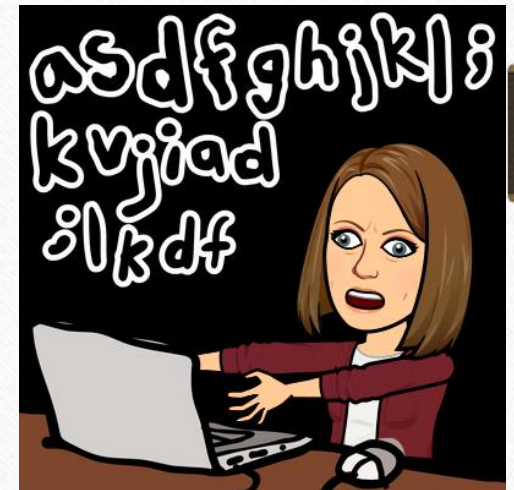
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- Only students at lunch may play games
- Advisory students must have pass and be on task
- When the 8<sup>th</sup> grade hall door is closed you must enter and exit through the office door side
- Make sure you logoff the computers and push in your chairs

# Use During Class Time

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- Must have permission from your teacher bring your pass
- Come in quietly and begin your work
- Computers are only for school related activities
- No games during class time without prior permission
- If you need a chromebook make sure you check it out and return it to librarian. They are barcoded and are checked out to your account.



# Finding a Book

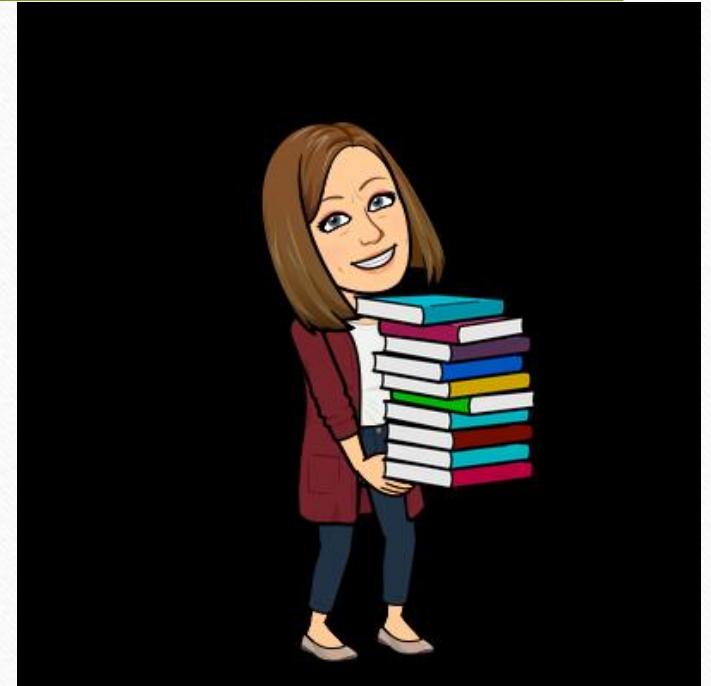
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- [Alexandria Library Catalog](#)
- Ask a friend
- Ask a teacher
- Ask a parent
- Ask your librarian



# 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

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





# Can I renew

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- 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

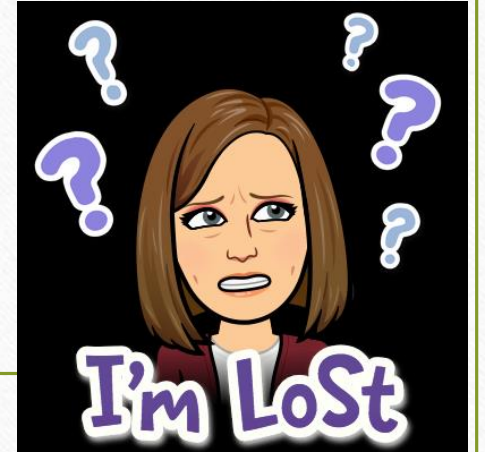
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- Library is organized by Dewey Decimal system
  - The 5 tall shelves are the non-fiction section from 000-999
  - The Major Categories are:

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



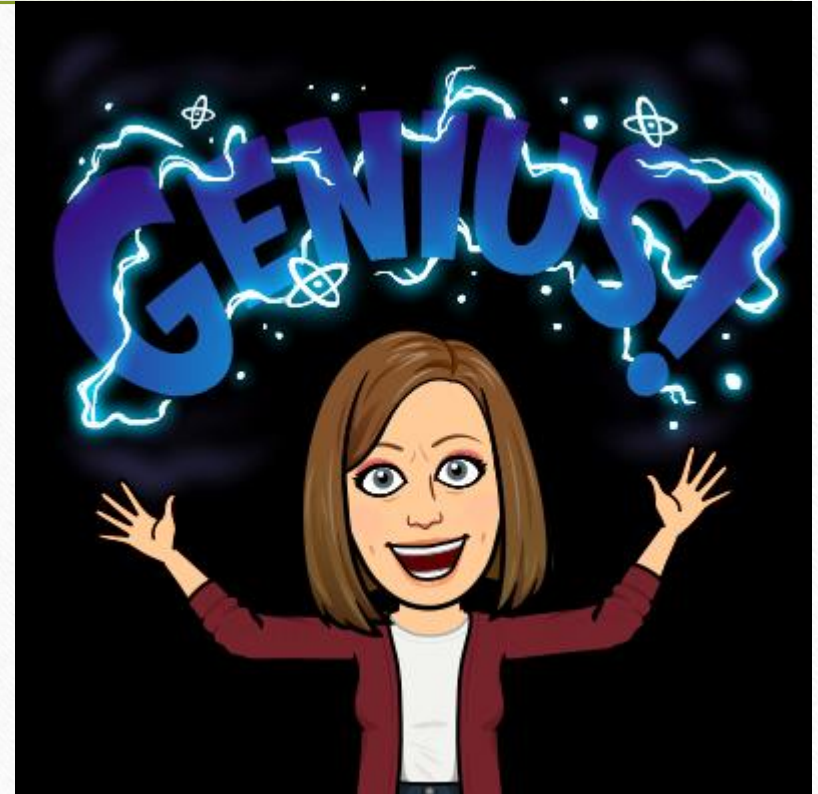
# Fiction



- 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 on the back of the book 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 non-fiction section which I call quick reads. Check them out they are fabulous!

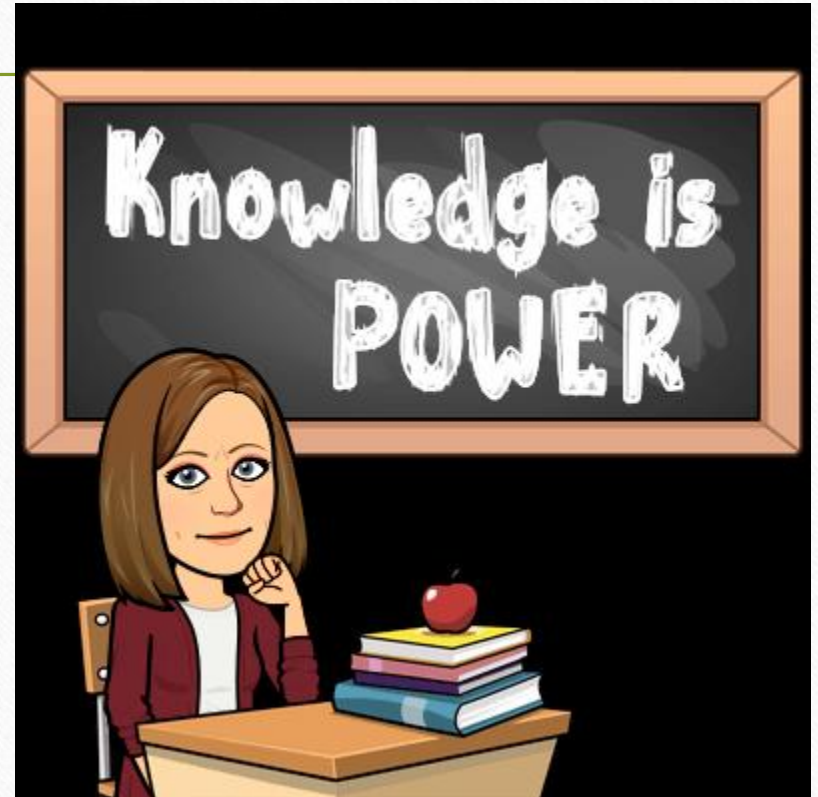
# Biography

- Biography Section is on the backside of the 1<sup>st</sup> tall shelf
- Located alphabetically by the name of the person the book is about



# Reference

- Second from the end tall shelf
- Large books
- Dictionaries
- Encyclopedia set
- Other large books needed for classes



# Display Bookshelves

- New books
- Teacher selected books
- Specific topic books
- Seasonal books
- Book Requests
- Battle of the Books 6<sup>th</sup> grade and 7-8 teams



# 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





SEE YOU IN  
CLASS

# General Notes

- Have a book suggestion let us know what you want and like on this form
- 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

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- On your desktop you will find a link to the [library catalog](#)
- Here you can search for a book by author title subject try it out
- The library webpage has an immense amount of information on it.
  - [Library webpage](#) book request, pathfinders for teachers and students
  - [Overdrive](#) online books and audio books
  - [KMS Library catalog](#)
  - [SLED – Digital Pipeline](#) Homework help, Gale in Context
  - [Google Apps KPBSD Website](#) gmail, docs, slides, forms



# Thank You

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- Please let Ms. Gann or Mrs. Brown know if they can help you.
- Email Ms. Gann at [jgann@kpbsd.k12.ak.us](mailto:jgann@kpbsd.k12.ak.us)

