

Kenai Middle School Library

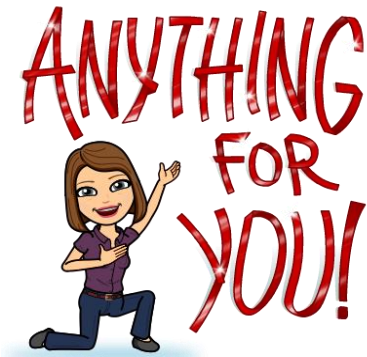
INTRODUCTION TO THE LIBRARY

BY MS. GANN



Staff

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



Library Hours

- ▶ 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 entrance during lunch
- ▶ Only play allowed games and only played in the morning and at lunch



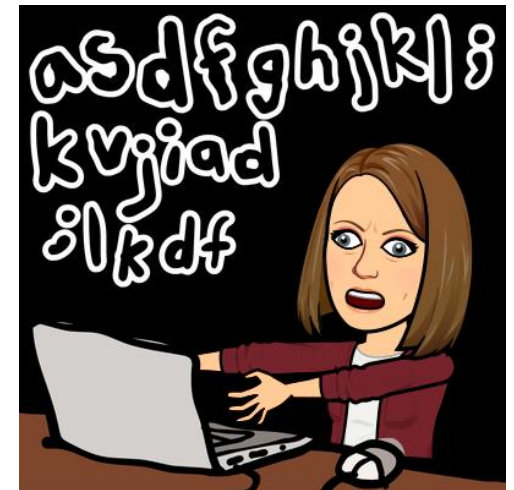
Lunchtime in the Library

- ▶ Only students who are at lunch may play games
- ▶ Advisory students must have pass and be on task or return to class
- ▶ Enter and Exit only through Office Doors
- ▶ Make sure you logoff the computers and wipe them down when leaving
- ▶ No food or drink in the library without permission from library staff



Computer Use During Class Time

- ▶ Must have permission from your teacher bring your pass
- ▶ Come in quietly and begin your work let librarian know what you are doing
- ▶ Computers are only for school related activities
- ▶ No games during class time



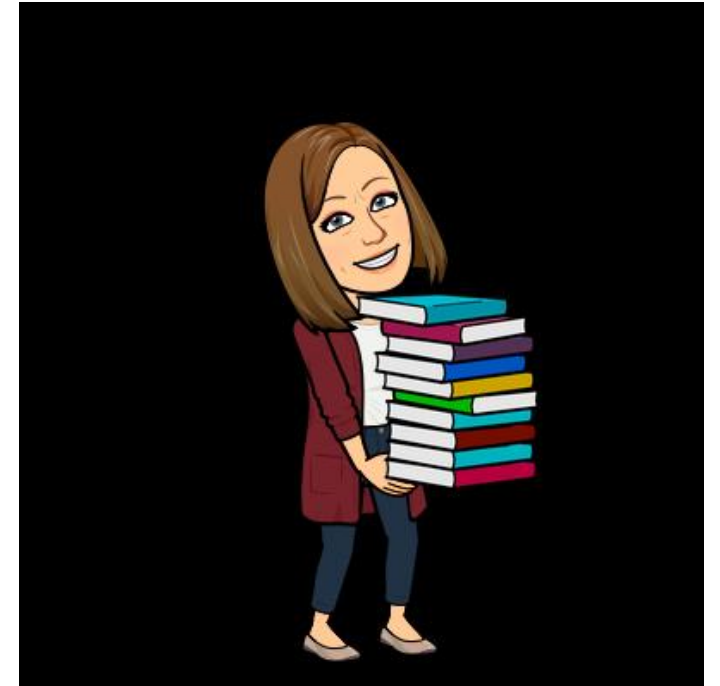
Finding a Book

- ▶ [Alexandria Library Catalog](#)
- ▶ Log in with your user id no zero and last name
- ▶ Ask a friend
- ▶ Ask a teacher
- ▶ Ask a parent
- ▶ Ask your librarian



Check out Procedures

- ▶ Find book in Alexandria then find it on the shelf
- ▶ Bring your books to the checkout counter
- ▶ Type in your student id number
- ▶ Book is scanned /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
- ▶ If you have an overdue book need to return before checking out another book
- ▶ Let us know if there is something wrong with the book torn page or something



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 or log in to Alexandria and do it yourself



Looking for a Book

- ▶ 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

100-199 Philosophy

200-299 Religion

300-399 Social Science

400-499 Language

500-599 Science

600-699 Useful Arts

700-799 The Arts

800-899 Literature

900-999 History



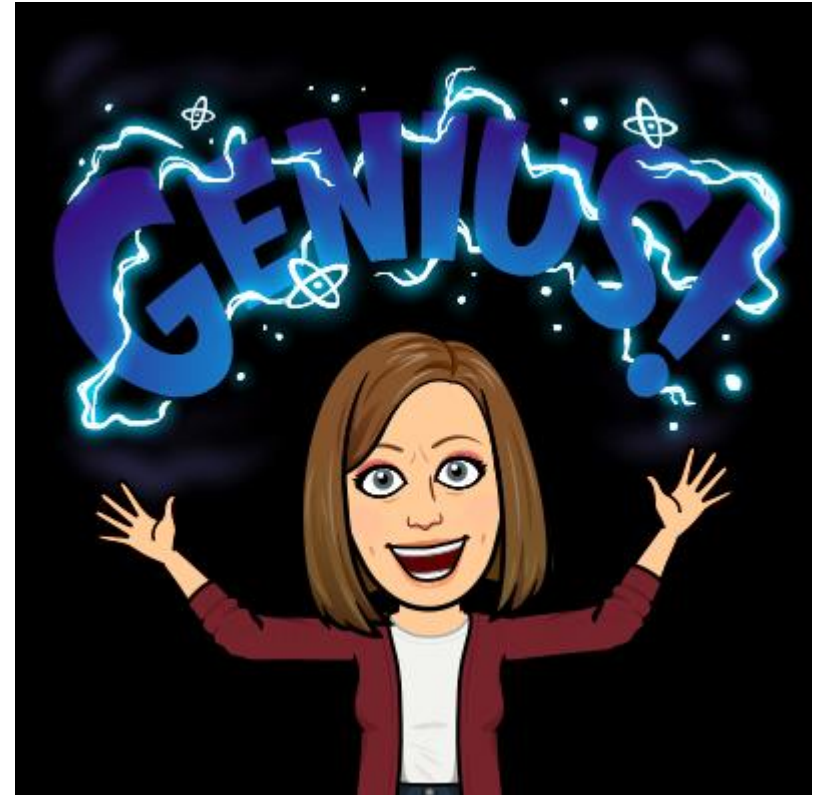
Fiction



- ▶ 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!

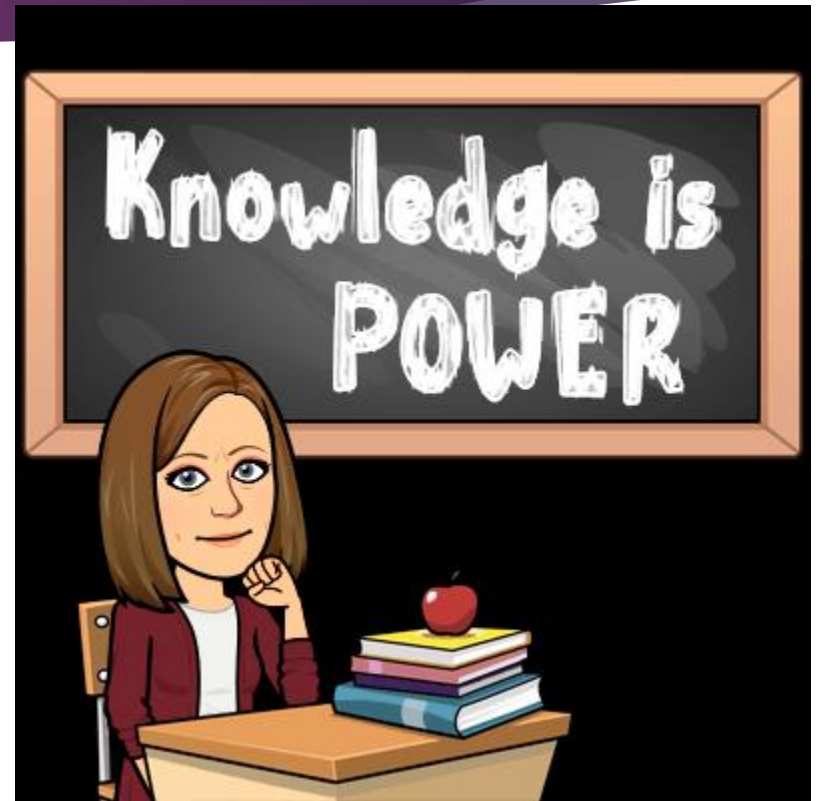
Biography

- ▶ Biography Section is on the backside of the 1st tall shelf (non-fiction)
- ▶ Located alphabetically by the name of the person the book is about



Reference

- ▶ Second from the end tall shelf
- ▶ Large books
- ▶ Dictionaries
- ▶ Encyclopedia set (very old)
- ▶ Other large books needed for classes



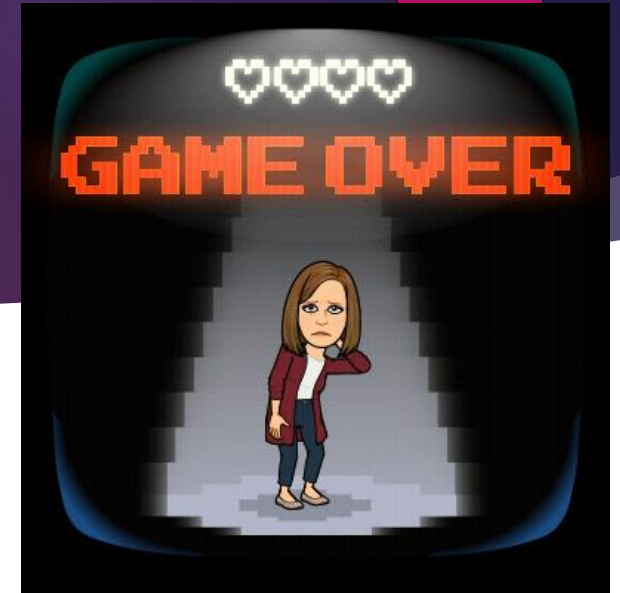
Display Bookshelves/Carts

- ▶ New books
- ▶ Teacher selected books
- ▶ Specific topic books
- ▶ Seasonal books
- ▶ Book Requests
- ▶ Battle of the Books 6th grade and 7-8 teams
- ▶ Coaches: Ms. Gann 6 Mrs. Nabholz 7-8



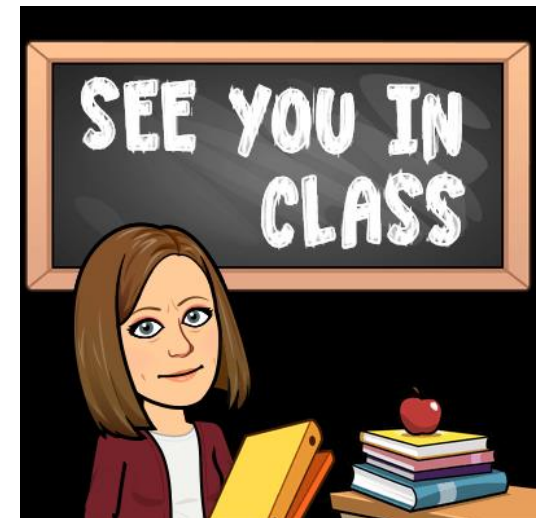
Computer Use

- ▶ Login with your id number and your password
- ▶ Can't remember your password we can reset it
- ▶ 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
- ▶ 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



SLED – Live Homework Help

- ▶ SLED
- ▶ **Hours: M-F 8:00-2:00 am, Sat-Sun**
- ▶ *“Get school work done and get back to life.”*
- ▶ Study resources
- ▶ Test prep
- ▶ Career resources
- ▶ Live tutor for free



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 try it out
- ▶ The library webpage has an immense amount of information on it.
 - ▶ [Library webpage](#) book request, pathfinders for teachers and students
 - ▶ [Sora](#) online books and audio books can add public library as well
 - ▶ [KMS Library catalog](#) Here is where you will find tons of information
 - ▶ [SLED – Digital Pipeline](#) Homework help, Gale in Context
 - ▶ [Google Apps KPBSD Website](#) gmail, docs, slides, forms



Overdrive Sora

- ▶ Sora KPBSD
- ▶ Download the **FREE** Sora app from the Apple App Store, Google Play Store, or soraapp.com
- ▶ Search for KPBSD Main Collection using ZIP CODE ~ 99669
- ▶ Read & Listen from any device: Chromebooks, tablets, laptops, desktops, and phones.
- ▶ KPBSD Staff & Students (Gr. 3-12) have access to collection
- ▶ Student Login : ID Number / Normal Password
- ▶ Staff Login: eNumber with a 9 in place of E / Normal Password

Using Sora

- ▶ Electronic Books
- ▶ Audio Books Magazines/ Comic Books
- ▶ Guttenberg Books
- ▶ Download the Sora App to your device
- ▶ To use Add KPBSD Schools as location 99669
- ▶ Library Sora : Sign in with computer User Name and password
- ▶ Teachers use a 9 instead of the E
- ▶ Can Add public library and get access to ebooks available for 6-8

Thank You

- ▶ Please let Ms. Gann or Mrs. Brown know if they can help you
- ▶ Email Ms. Gann at jgann@kpbsd.k12.ak.us
- ▶ Email Mrs. Brown at TYoungren-Brown@KPBSD.k12.ak.us
- ▶ We are here if you have questions!!!!

- ▶ [KMS Library Website](#)

