

Library Information:

Those attending the workshop will understand this best. If others are unclear about what this all means, I can meet with you individually to answer any questions you might have.

Each teacher can login to the online system by:

Going to the gjles.org website. Click on the word **library**. Click on Lau **Library Website**. Then you type: _____ (all lower case, no space) in the User Name box.

The password for all of you is _____. At any point we can change that if you are uncomfortable with the security level, but there isn't really any private info here so far now we should be okay.

From there you can do a library search (using the basic tab) by keyword, author, title, subject or series. You can check books at our school, and at other sites by clicking on **Look in:**

Power and visual searches also work, experiment and see what you like.

Resource lists:

You can then remember the books that you might want to use by creating a resource list to put them in. Maybe you are looking ahead to see what holiday books we have or are planning a unit on bugs. After doing your searches you can put books that you liked in a list, give it a title and access it at any time. This way when you are doing searches you can click **add to list** and put them all together. If you go to your resource list then you can print it out and have a list of books you want.

Circulation:

From this tab you can check your students (or any students) to see who has overdue books. Click on the **patron status** tab at the side and check the box to say **only search homeroom**. Then you can type your homeroom number into the **find patron** box. This brings up a list of all of your students and you can click on any of them to see what books they have or if they have any overdues or fines. I will not charge fines for late books. I believe students should be able to finish the books they are interested in and with chapter books this could take awhile. They can bring the book in and I will renew it in the computer. Otherwise it might come up as a fine on their record. I will print out overdue slips for the whole school at Winter Break and Spring Break so any students who have neglected to return books will realize it is time to take care of the situation.

What books are already entered in the computer?

The Easy section is complete. The Fiction section has been entered through to the point that has not been covered with butcher paper. The Dewey numbers have been entered to the 900's. If a book is a 900 I might need to enter it before it can be checked out. The bookshelf right outside my door is also done.

What isn't done?

The Spanish or Chinese sections. The end of the fiction section (my top priority to finish). The 900's and biographies. The books on the book carts or on or under my desk.

The books from the book fair. The random shelves that seem a bit out of place (no spine labels or barcodes on these books). Throughout the year these sections will be completed, new books will be purchased and I aim to get the entire library entered in the computer. Thanks for your patience as we get it all done.

How do we check out books?

If I am here, bring me the books you want, I will pull up your name in the computer and scan the books. It will be quick and easy.

If I am not here...

A. Print out a resource list, write your name, room number, and when you want the books by, put it in my box, and I will pull those books for you when I get back. They will either be put in your mailbox, a student will deliver them to you, or you can send somebody down to pick them up.

B. If you need a book immediately and just have to take it, write down: **Your name and room number, the title, and the Gordon Lau barcode number** on the back of the book. You can e-mail me this info, put it in my mailbox, or in the little envelope on my door.

C. Let me know in advance what books you need and I will help pull them by whatever date you specify. It is helpful if you can give me one day to do this. While I always want to be available to meet your needs, I also want to respect the classes visiting the library by not having to take care of other things during your library time.

If there are any other major questions you have, please let me know... I hope your classes are enjoying their library visits and I look forward to seeing all of you soon.

Ms. Wareham