

Mr Omoth (Mr. O)
PHS Librarian
WELCOME TO THE PHS LIBRARY!

## CAN I CHECK OUT A BOOK WHILE WE ARE IN VIRTUAL LEARNING MODE? YES!

View this power point to learn how to check out a book from the library without setting foot in the school.



## CLICK ON "PUSD LIBRARY CATALOG" AND CHOOSE PHS LIBRARY CATALOG.



THIS IS THE SEARCH PAGE FOR THE LIBRARY ONLINE CATALOG. USE THIS INTERFACE TO SEARCH THE COLLECTION.


Feel free to explore the catalog and all its options. The following two searches are good ones to start with:


Search


Search will take you to a search bar. Type a title, author, keyword or subject for your search.

## CLICK ON "EXPLORE".



Explore


Here you see several options.
For example, I clicked on"Genre"...
... and then chose "mystery".


From the list of hits, I chose


Click on $\downarrow$.


This screen will tell you if the book is available. (Note the call number for check out.)


When you find a book you want to check out, send Mr. O an email (lomoth@pusdatsa.org) and include the following information:
> 1. Your name

- 2. The title
> 3. The call number of the book
I will email you when it is ready to go out on the next bus. You will need to pick it up there.

If you want to pick it up at the school office, please state that in your email. Books not claimed after 5 days will be returned to the library and checked in. The check out period is two weeks. Let me know if you need to renew the book. Books will go out on the Tuesday and Thursday buses.

