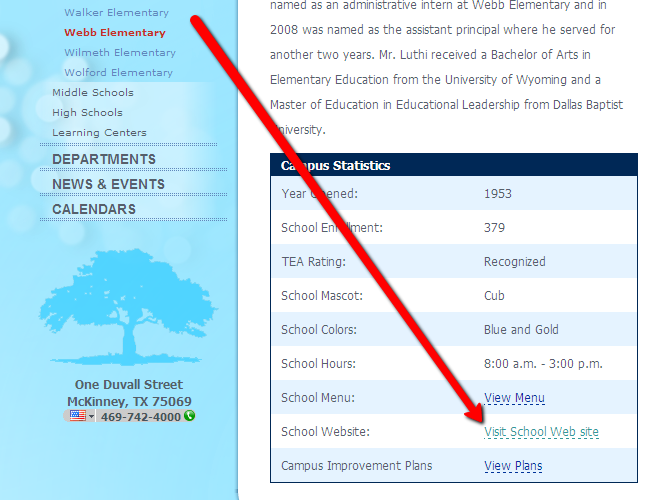
TECHNO©LPPH

Technology Instruction Page

Library Online Catalog

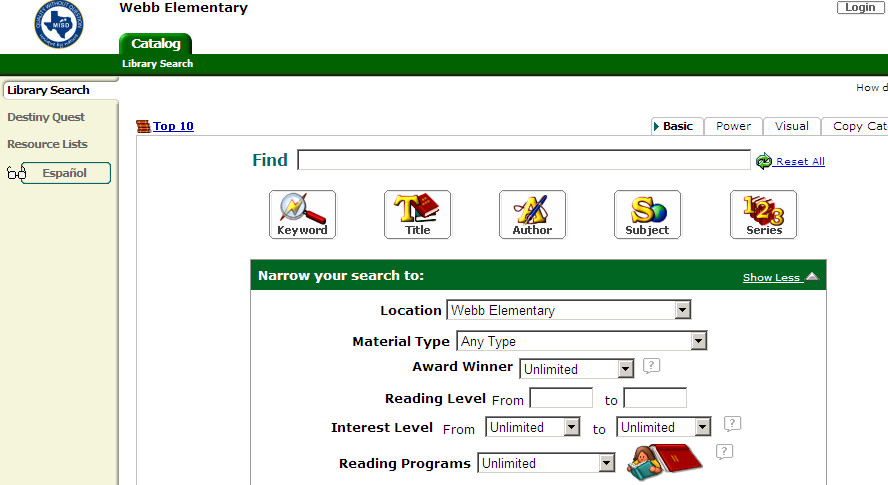
1. Click on to the “Webb Library Search” icon in your Novell window when at school or go through the McKinney Independent School District website. Go to the Webb Website and scroll down to “Visit Website”.



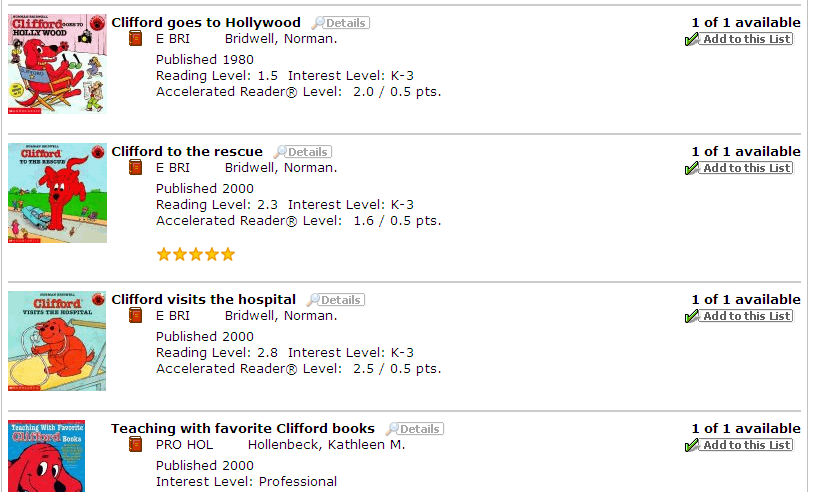
1. A new page will pop up showing Webb Elementary. Click on the “Library Media Center” link on the left side of the screen. Then click on the Webb library online search.
2. The Webb Library Page will be on the screen. Click on the Library Search link.

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1. The next screen will open to the Destiny page for the Webb library. You are able to search our library and other MISD libraries to find the needed materials.

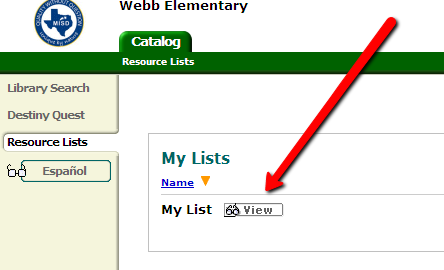


1. In the find box, type in the title or keyword for the book you are searching for. You can also search by subject or series.
2. Click on “Add to this List” for the requested titles of the books that you want to check out of the library. Repeat this process for each book.



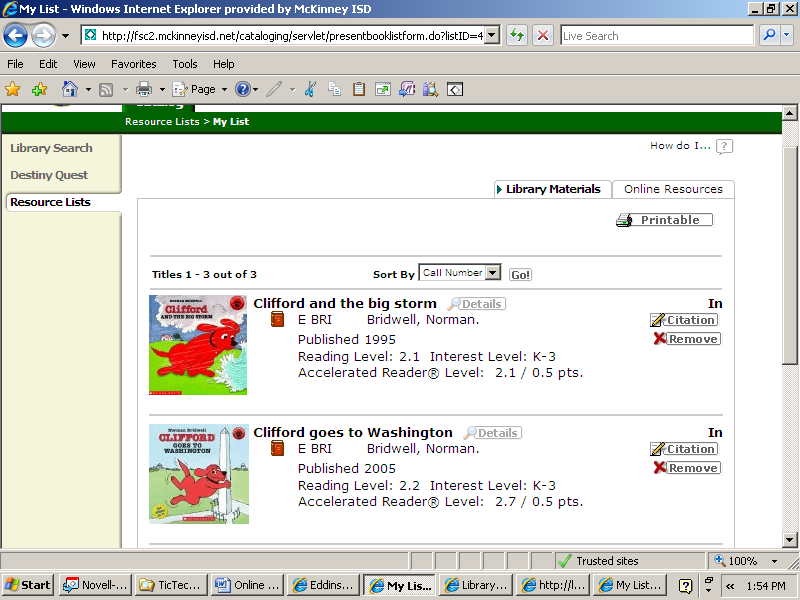
1. When your list is complete, click on the “Resource Lists” on the top left side of the screen. Then the Resource Lists will

be the next screen that you will see. Click on “View” button and the list of all the books that you requested will be shown with their citations.

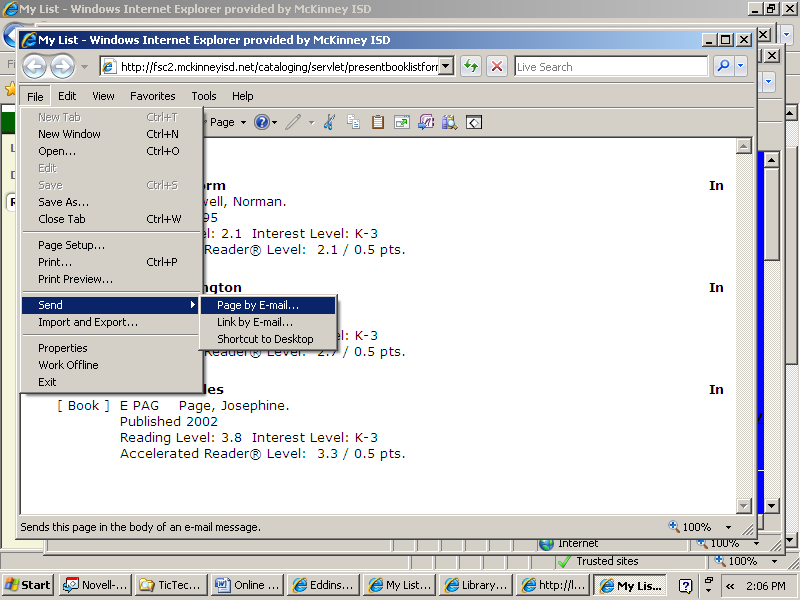


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1. Select the “Printable” button on the right side of the page.



1. Then a new window will pop up showing you “My List”. On the top left side of your screen, click “File>Send>Page By E..mail”.



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9. The final window will connect to the “Mail to…” and you will need to type in Catherin Goddard(Library Assistant). She will pull the requested materials and deliver them to your mailbox.

10. Please allow 24 hours for your request and it will take 3 days if you chose books from another campus.

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Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Level \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TECHNO

Documentation Page

Library Online Catalog/Book Lists

I have completed five different Online Library Search Book Lists using my grade level curriculum/TEKS. The five book lists were made by me and not by the students. I will print the emails/ documentation sheet and place them into my Technology Folder.

Then I will help at least 5 students create a book list to be placed in their library folder (which shows the appropriate range of their reading). The students will come to the library with their printed out book list to help them find and check out new books. If I do not have a classroom of students, I will assist 5 students from the building. I will attach a copy of the 5 student created list to this documentation or add screen shots of the 5 lists.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_