Accessit
LIBRARY

Accessit Library
High School
Orientation Booklet

NAME: CLASS:

accessitlibrary.com

Contents

Introduction

Accessit Library is the programme you will use when using the library.

It helps you search for books, e-books, websites, film clips, databases and more.

You can log into Accessit Library from inside the library, from the classroom, or from home. Anywhere you have a computer, tablet, or phone, you can log in and search the library.
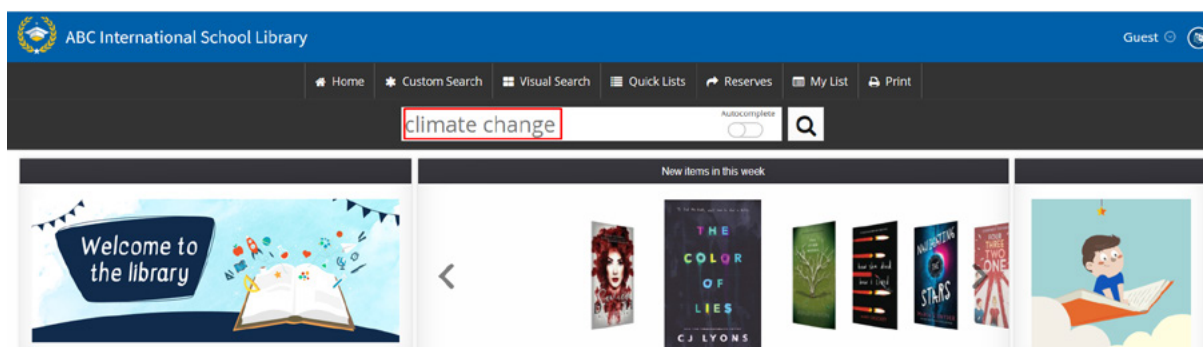
Logging In

Your login and password are the same ones you use to log into the school network.
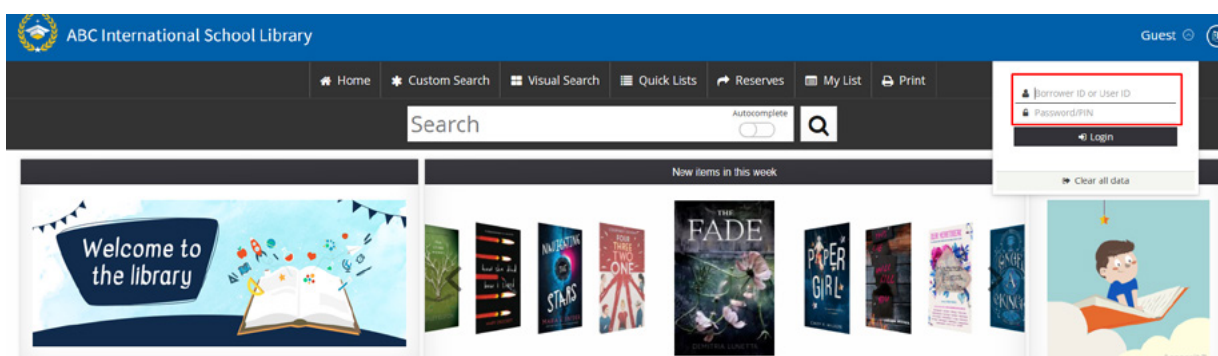
# Non-Fiction Searching

Type into the search bar the topic you want.

Activity 1: Write your own topic below then search for it.

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Filtering Results

You can choose if you want to see just the books, or just the fiction books, or everything all at the same time. A green circle on any book will indicate how many copies are available, and a red circle indicates that it's not currently available for loan.
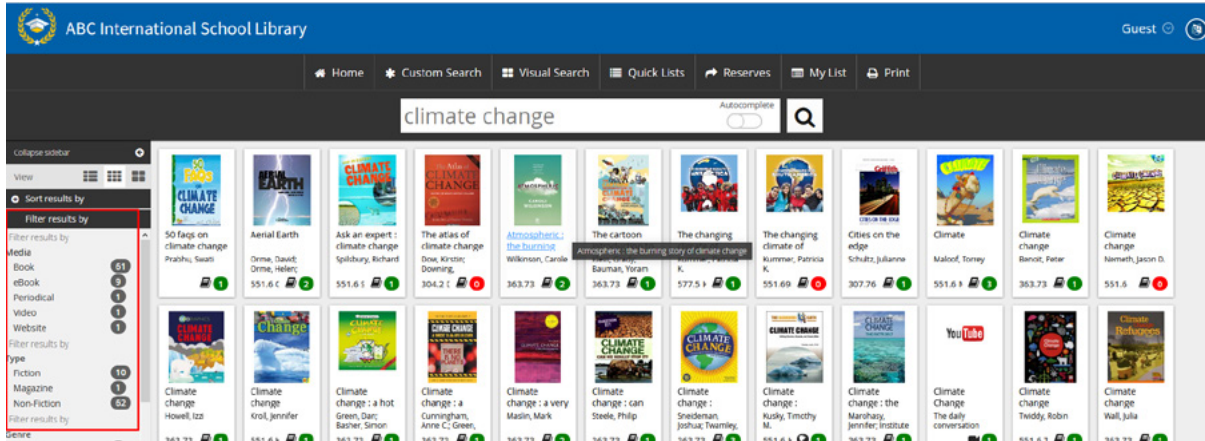
Activity 2: How many fiction books are available for your topic?

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Book Information

When you click on a book, you can see lots of information about it, sometimes including the table of contents.
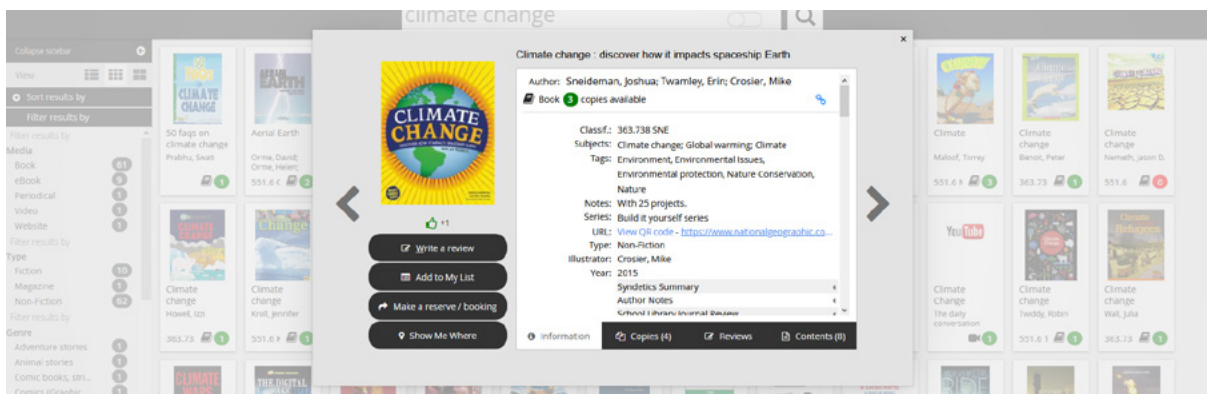

Click on the Contents button to see if a book has a table of contents. This is great if you're doing research from the classroom or at home, because you can see if the book is useful without having to be in the actual library to check.

Activity 3: Click on five books. How many have contents pages?

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One Search

One Search is where you find the databases that your school has available. Databases are great for finding extra information about topics. There might even be some helpful websites in here.

Activity 4: Write down three different databases your school has available.

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If you click on the name of a database, it will open the database in a new window, log you in, and do the same search in the database.

Fiction Searching

Accessit Library is so smart that you don't even need to type in your search perfectly.

With the autocomplete function turned on you can just start typing what you're looking for and it will find it for you.

Or with autocomplete off, you can type in the parts of the book that you know and it will find it for you.
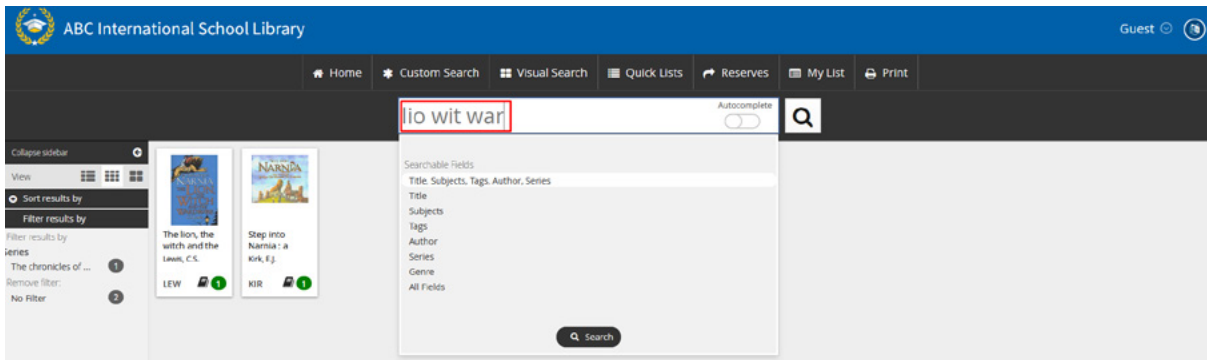
> **Activity 5: With autocomplete turned on, start typing the name of a book you like. Write down the letters you had typed until Accessit Library suggested what book it was.**
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Quick Lists

Your library might also have Quick Lists which are lists of books about a certain topic or by a particular author. Clicking on Quick Lists will show you what lists your library has and then you can click on the list you're interested in to view the books on the library catalogue and see what's available.
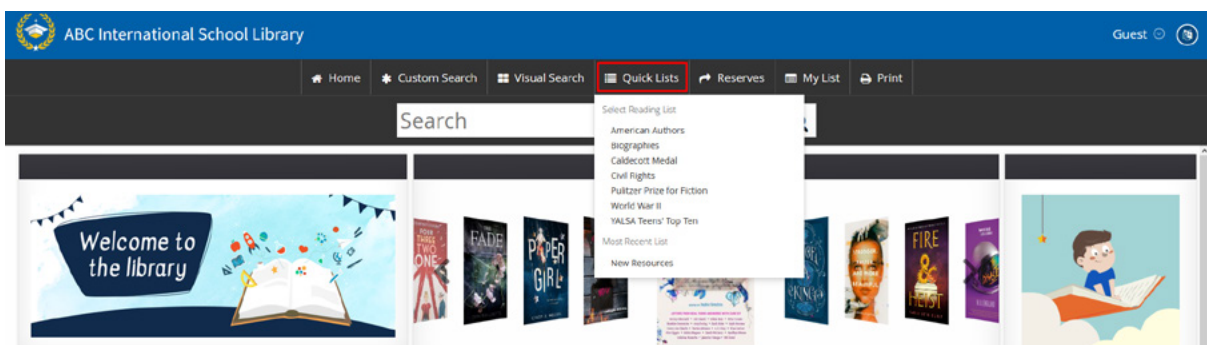
> **Activity 6: How many different lists does your library have?**
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Reserves

You can also place a reserve on a book. This is really useful if you are using the library programme from somewhere outside of the library like the classroom or home. Then you can go to the library and collect them later.

Drag and drop an available book into the Reserves section and see it appear as a '1' for the first one and so on.

Activity 7: Drag and drop three books into the Reserves section then write their titles below.
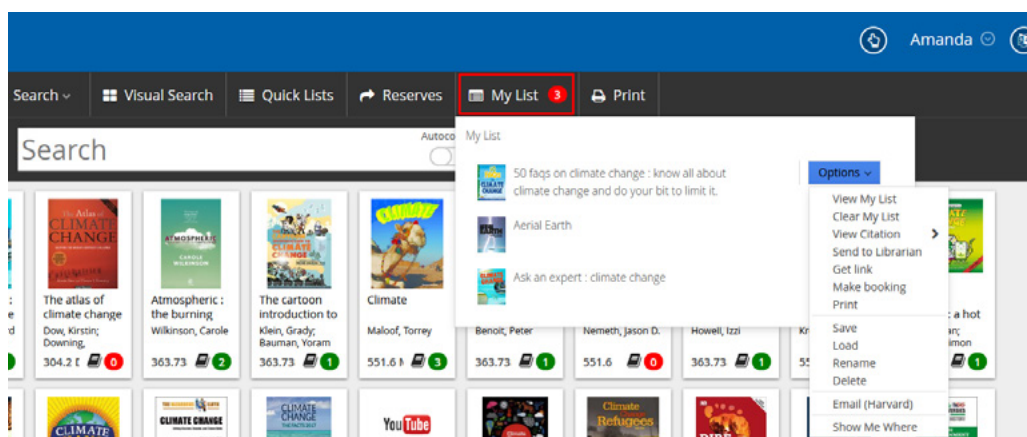
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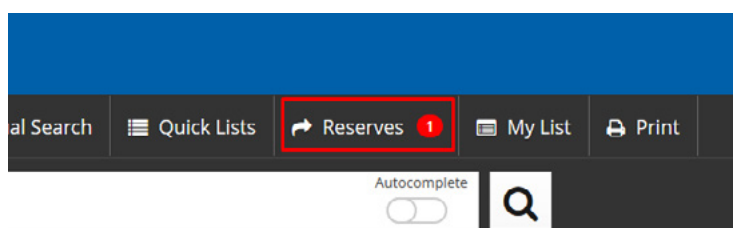
My List

Like Reserves, you can drag and drop books into My List.

This is very helpful for automatically creating citations for a bibliography, sending the list to your teacher to check by creating a link to your list, or saving for later.
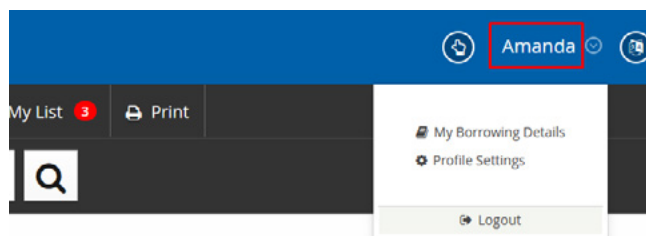

Activity 8: Drag and drop three books in My List then write down one type of citation from View.
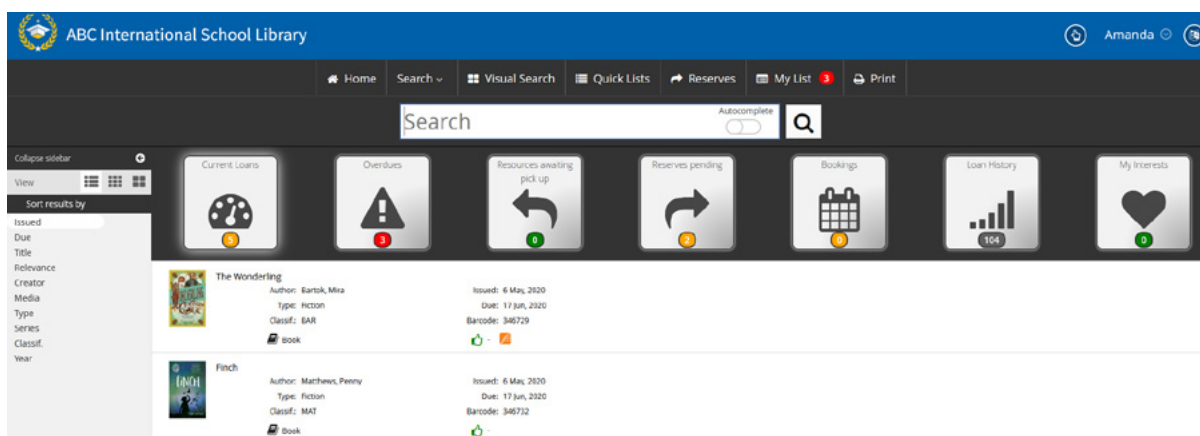
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My Borrowing Details

This is where you go to see what's happening with your library activity. It shows what you have on loan, your overdues, resources awaiting pick up etc. Click on your name and select My Borrowing Details.

You then get to see all your information.

Activity 9: Click on your reserves, hover over books you have added in Activity 7, then cancel them.

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Profile Settings

By clicking on Profile Settings underneath My Borrowing Details, you can see your personal information and add in authors and keywords you are interested in. Once you do this, every time the library gets a new book about keywords or by an author you like, you get a notification or email to tell you.
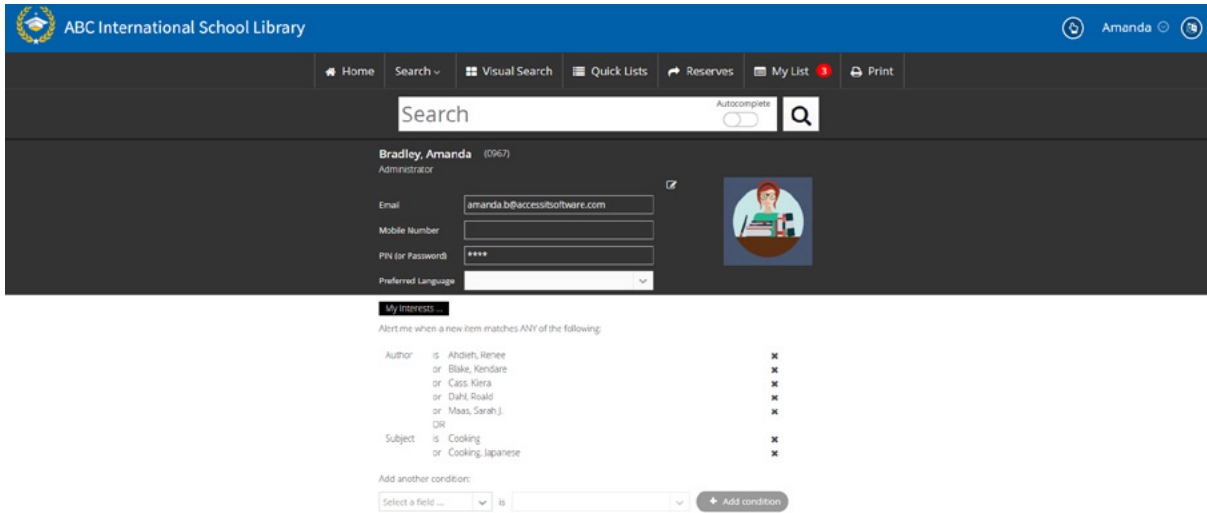
Activity 10: Add one author and one keyword that you like and write them both below.

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Teacher/Peer Check

Activity 1: Complete/Not Complete

Activity 2: Complete/Not Complete

Activity 3: Complete/Not Complete

Activity 4: Complete/Not Complete

Activity 5: Complete/Not Complete

Activity 6: Complete/Not Complete

Activity 7: Complete/Not Complete

Activity 8: Complete/Not Complete

Activity 9: Complete/Not Complete

Activity 10: Complete/Not Complete

Teacher/Peer Check