

This represents the high school and elementary school OPAC direction portion of my project. These directions for accessing materials are in a FAQ format on a series of 6 x 4 index cards that will be laminated and attached to a ring. Each computer would have a set of directions.

I selected the index card and ring for several reasons:

- Portability
- Manipulative
- Easy to isolate particular problems or needs
- Easy to add to as needs and technology changes
- Novel
- I could voice record each card and also could easily turn this into a powerpoint or other computer-based activity.
- It would be easy to translate and have a separate set of cards for each language.



**FAQs**  
**for Finding Stuff**  
**in the Library**  
**(for those too afraid to ask Mrs. Carr)**

## What do I do first?

1. Log on to the computer, if it's not already unlocked.

2. Your user name: first initial and last name and then last two digits of your birth year.

Example: Maria Escobar was born in 1997. Her user name is mescoabar97.

3. Your password: student identification or lunch code number.



Can't log in?

See Mrs. Carr.  
Really, she can be  
pretty nice. :)

## Where do I go after I've logged in?

*This method uses the school's webpage to access the library's OPAC (online public access catalogue). Learning this method allows you to use ANY computer or smartphone that has internet access to browse the catalogue and see what materials our library has.*

1. Go to the school's website and click on the *Media Center* tab along the top bar. The media center main page will open.



2. Click on the LS2 search icon.

3. This will take you to an empty white page with blue menu bars along the top and left side. Yes, you are in the right spot!

Having problems? See Mrs. Carr.

## How do I start searching?

1. Click on the *Catalog* tab on the top menu bar.
2. This search screen will come up.
3. You can search in different schools and use different catalog formats. You can even search in Spanish.

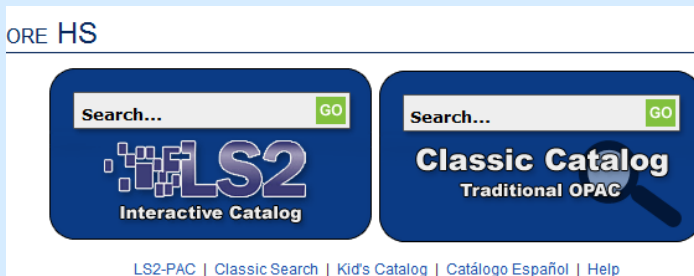
Having problems? See Mrs. Carr.



## Yeah, but what do I pick from here?

1. Select your high school from the drop down menu.
2. Use the Interactive Catalogue if you like lots of information and graphics like book covers.
3. You may use the classic catalogue if you like basic screens *without* a lot of graphics and information.

Having problems? See Mrs. Carr.



## How do I use the Interactive Catalog?

1. Think about your topic. What do you want to find?
2. Be prepared to have several synonyms or other words and phrases that mean the same or are connected because the topic you type in may not be recognized.
3. Oh, and spelling is important!
4. Need help finding synonyms or topic connections? Visit the following website:

Dictionary.com (which has a thesaurus and translator!)

Having problems? See Mrs. Carr.

## What's are keywords and subjects?

### ***Keyword Searches:***

Keywords are words and phrases you use to describe the topic. When you search by keyword, results include materials that have the keywords mentioned **ANYWHERE** on the page, even if it's just mentioned once in a footnote. You could get thousands of results or very few.

### ***Subject Searches:***

All materials are connected to a subject that has been assigned to it. The subject heading helps categorize or pull together groups of materials about a similar topic. But you must know the exact subject or category. If you don't, you may not get any results. If you do, your results will be more relevant.

Having problems? See Mrs. Carr.

## When would I use a keyword search?

(Most search windows “default” to keyword searching at first)

### Use keywords if:

- You don't know the exact terms or subject categories that are used to classify the materials.
- You tried a subject search and nothing came back.



- The keywords and phrases you came up with are good description of your topic.
- You want to use a combination of words.
- You want a lot of search results, although some may not be very relevant.

Having problems? See Mrs. Carr.

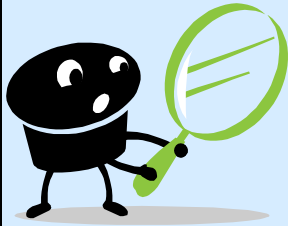
## What do keyword results look like?

I wanted to find out about the two sides of the civil war. I typed in “the north and the south” as my keyword phrase.

My 8 results included books about the North and South Poles, people from South America and the Civil War.

A screenshot of a search results page. At the top, there is a search bar with "Sort By: Relevance" and "PAGE 1 OF 1". Below the search bar, there are three search results listed. The first result is "Defying death at the North..." by Shone, Rob., with a book cover titled "BEFORE THE BIRTH OF THE NORTH AND SOUTH POLES". The second result is "Americas : the changing f..." by Winn, Peter., with a book cover titled "AMERICAS". The third result is "Nation at war : soldiers, s..." with a book cover titled "NATIONAL WAR". Each result includes a small book cover image and a plus sign icon.

## When would I use a subject search?



### Use a subject search if:

- You know the exact terms or subject categories that are used to classify materials.
- The topic or idea is very broad, such as the Civil War.
- You look up the subject heading used after doing a keyword search.
- You want very narrow results related to that subject only.
- You feel comfortable using the advanced search option.

Having problems? See Mrs. Carr.

## What do subject search results look like?

- The subject: Civil War
- The results: Books about different Civil Wars and America's Civil War.
- 118 titles
- Not all relevant to the American Civil War

subject:(Civil War) LIST GRID

Titles 118 EBSCO

Sort By: Relevance PAGE 1 OF 12 PREV NEXT SAVE SEARCH

1. Nation at war : soldiers, s... Anderson, J...  
Collection: Non-Fiction Call #: 973.7 NAT  
Copies: (1 of 1) available  
Series: Cobblestone the Civil War  
Publisher: Cobblestone, 2005
2. The Spanish Civil War : a ... Anderson, J...  
Collection: Non-Fiction Call #: 946.08 AND  
Copies: (1 of 1) available  
Publisher: Greenwood Press, 2003
3. Interpreting America's Civ... Shea, Therese...  
Collection: Non-Fiction Call #: 973.7 SHE  
Copies: (1 of 1) available  
Series: Critical thinking in American history  
Publisher: Benchmark Books, 2006

Format

- Book (106)
- Visual Materials (12)
- DVD (9)
- eBook (6)
- Electronic Resource (6)
- VHS (2)

New Titles

- Author
- Series
- Collection
- Publication Year
- Subject
- Primary Audience
- Genre

## How do I find subject headings to use?

Luckily, the LS2 provides a couple of tools you can use to get subject heading. Take the popular topic, *How to draw*. If I do a straight subject search . . . No results!

But a keyword search brings back 32 books, starting with Anime, which isn't what I wanted. I want to draw cars.



Do I have to wade through all 32 results for the find out if there are any books on drawing cars?

No. Click on the subject tab to the right. This will list all the official subjects related to drawing. See the screen shot on the back of this card!

**Use the Subject tab!**

Here are the materials about how to draw cars I was looking for!

Click on this subject and you will see the titles and where to find them.

Having problems? See Mrs. Carr.

## Is there another way to find the subject?



Yes. Let's say you wanted to find some materials about weapons. A keyword search returns 140 results!

Scroll down the results and there's a book that looks interesting: *Rifles: An Illustrated history of Their Impact*.

Click on this book to get a record screen that includes lots of valuable information, include the subject headings this type of material is categorized under. If you want to find similar materials, you can use this subject heading or just click on it.

Check out the screen shot on the back of this card.

Having problems? See Mrs. Carr.

Click or use these to find materials about similar topics.

Very useful summary!

The screenshot shows a library catalog record for the book "Rifles: an illustrated history of their impact" by David Westwood. The record includes fields for Title, Author, Subject, Summary, Series, ISBN, and Electronic Resources. The Subject field is highlighted with an arrow, showing "Rifles -- History" and "Military weapons." The Summary field is also highlighted with an arrow, providing a detailed overview of the book's content. The record also includes a book cover image and a list of tags for "weaponization, rifles, weapons".

**Rifles : an illustrated history of their impact**    PREVIOUS    NEXT    BACK TO RESULTS

DESCRIPTION | COPIES | REVIEWS | MORE INFO | MARC RECORD

**Title:**  
Rifles : an illustrated history of their impact / David Westwood.

**Author:**  
Westwood, David, Dr.

**Subject:**  
Rifles -- History.  
Military weapons.

**Summary:**  
Presents a comprehensive study of the history of weapons used in warfare from the development of firearms in the fourteenth century to twentieth-century assault rifles including early breech-loaders and Winchesters, flintlocks, repeaters, bolt-action rifles, and the AK-47.

**Series:**  
Weapons and warfare series

**ISBN:**  
1851094016

**Electronic Resources:**  
<http://www.loc.gov/catdir/toc/ecip054/2004028931.html>  
<http://www.loc.gov/catdir/description/abc051/2004028931.html>

Total number of check outs, including renewals: 6  
Total number of holds: 0

Linganore HS

**WEAPONS AND WARIARE**  
AN ILLUSTRATED HISTORY OF THEIR IMPACT  
**RIFLES**

weaponization, rifles, weapons  
ADD TAG





## I'm really into this! How do I find more subject headings to use?

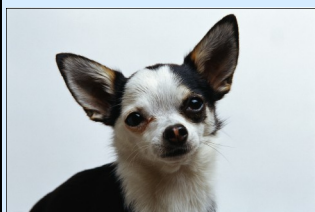
Go to the expert: The Library of Congress  
Online Catalog <http://catalog.loc.gov/>

This document from the Benedictine University Library will walk  
you through using the subject heading search,

[http://lgdata.s3-website-us-east-1.amazonaws.com/docs/774/54536/  
SubjectHeadingsLC.pdf](http://lgdata.s3-website-us-east-1.amazonaws.com/docs/774/54536/SubjectHeadingsLC.pdf)

Having problems? See Mrs. Carr.

## Mrs. Carr, help me out. I am looking for . . .



*Topic:* Animal rights

**Try this:** Animal rights does have its own  
subject heading or category. You can go to the  
advanced search and do a subject search by  
typing in animal rights

*Topic:* World records, like weird things people do

**Try this subject:** Curiosities and Wonders

*Topic:* Cooking . . . Wow, 227 titles! OK, cooking desserts!

**Try these subjects:** Dessert, Baking, Pastry

Having problems? See Mrs. Carr.

## **Mrs. Carr, help me out. I am looking for . . .**

*Topic:* Suicide

**Try this:** If you are looking for information about suicide and teens, try these headings:

Teenagers Suicidal Behavior

Suicide Psychological aspects

Depression in Adolescence



*Topic:* How to take care of a horse

**Try these subjects:** Horses or Horsemanship

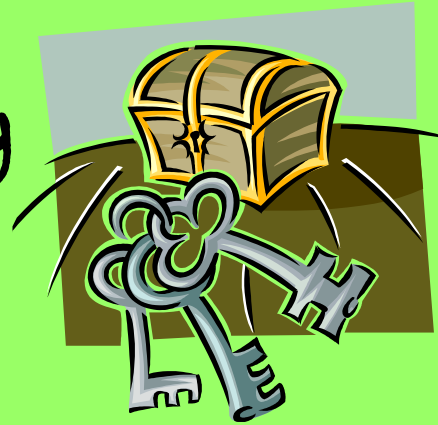
Having problems? See Mrs. Carr.

This ends the high school signage project.

What follows is the elementary school project, using a similar format.

# Find Your Treasure in the Library

Use these keys  
to unlock the library and  
find what you need!




 **Key 1: Start here**

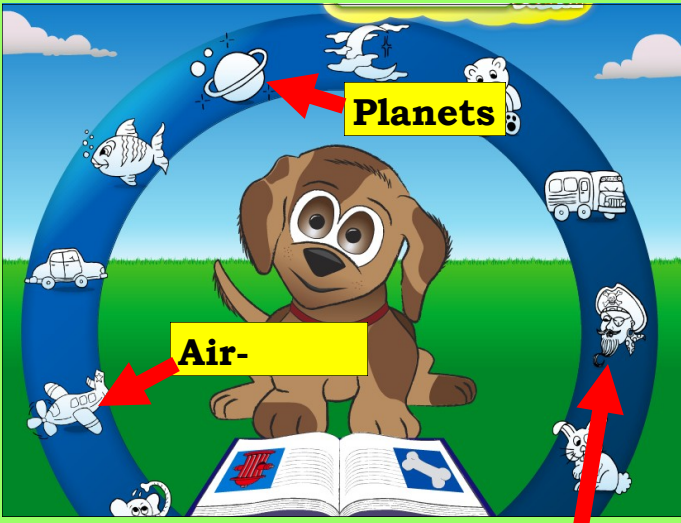
**Your computer screen should look like this.**



The screenshot shows a library website interface. At the top, there is a search bar with the word "Search" inside. Below the search bar is a large blue circular graphic containing a brown dog named Scout sitting on an open book. The dog has a red collar with a tag that says "SCOUT". A red arrow points to the dog with a yellow callout box that says "This is Scout." The circular graphic is surrounded by various icons: a bird, a rabbit, a star, a zebra, a tiger, a dog, and a person. To the left of the circular graphic is a vertical list of book covers: "My Weird School", "Nate the Great", "Pendragon", and "Percy Jackson & the Olympians".

 **Key 2: Pick and Click**


See a picture that matches a topic you are interested in?  
Click it to see books that match the topic!



**Planets**

**Air-**

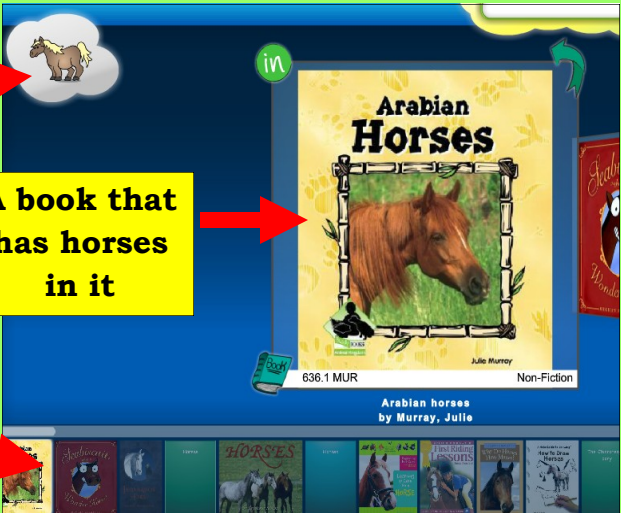
**Pirates!**

 **Key 3: Make a choice**

**Horses: the topic**

**A book that has horses in it**

**Other books with horses**



**Arabian Horses**  
Julie Murray  
636.1 MUR Non-Fiction

Arabian horses  
by Murray, Julie

## Key 4: Learn from the cover shot

**The book is IN!**

**This is a BOOK!**

**This arrow moves you back and forth from the cover to another screen with important details about the book.**

Arabian Horses  
Julie Murray  
636.1 MUR

## Key 5: Get the facts

**Number of pages**

**Tells about the book**

**Where to find the book**

**Writer**

**Click here to get more books just like this one!**

Arabian horses  
Animal kingdom  
Details Copies Summary  
Its by: [Murray, Julie, 1969-](#)   
Its part of the series: [Buddy book](#)  
[Animal kingdom](#)  
Length: 24 p.:  
Related things: [Arabian horses, Horses.](#)  
An introduction to the history, physical characteristics, and behavior of the horse, the oldest horse breed in the world.  
636.1 MUR Non-Fiction  
Arabian horses by Murray, Julie

## Key 6: Do your own search

I want to read something about the army.



Here are some other suggestions that may fit better.

## Key 7: Know where to go

These numbers and letters are your clues!

Use them to locate the book.

Look for the shelves with books numbered in the 350s. Then find 356.16 and ALV.



## Key 8: Be prepared to get small!

**Your search topic may be too big!**  
**For example, I love the beach!**  
**I typed in “beach” in the search window. There are MANY books about beaches!**  
**I need to be more specific!**

- Seashore
- Ocean
- Vacation
- Coastal animals
- Beaches-Florida
- Beaches-Recreation
- Beaches-Poetry
- Beaches-Fiction

## Key 9: Keep searching!

**This will let you start a new search.**



**And you can always watch the pictures circle around Scout until you see one that interest you.**



**(Most Important) Key 10:  
Know where help is**



- Ask Mrs. Carr.**
- Ask a teacher.**
- Ask a friend.**
- Use the HELP button.**

