**Using the Literacy Source Library**

**How the library is organized**

* **Each category of the library is assigned a letter, and the shelves are labeled with these letters and categories.** The spine label on each book indicates its assigned letter category. Within each category, most books are organized alphabetically by title, with the exception being the Family Picture Books and Social Justice sections which are not alphabetized. Student reading books (located to the left of the kitchen) are organized by ESOL/ABE level and alphabetized by title within each level. ESOL/ABE levels are also labeled on the shelves to make for easier browsing.

**Searching the Library**

* The website [literacysource.libib.com](http://www.literacysource.libib.com) allows you to search the library catalog by title and author. You can also search for key words and the search will pull up the most relevant results. **If you find a book you’d like to check out, the call number listed begins with the book’s letter category, to help you find the book on the shelf.** Within each category, books are shelved alphabetically by title.
* Another way to search for specific topics is by using the “Tag List” button on the right hand side of the page and using tags to filter book results. These tags include categories in the library classification guide, such as ESOL and ABE level, as well as additional subjects of interest.

**Checking Out Books**

* No book should be removed from the Lake City Center without being checked out. If a book does not have a barcode and you would like to check the book out immediately, please talk to a staff member, who will write down the book’s spine label information to give the library coordinator, who can then check it out for you.
* All volunteers will have a library patron account created for them once they begin actively volunteering with Literacy Source. **This account will be created using the email given to Literacy Source during onboarding.** If you are having trouble accessing your library patron account, please email Marisa (marisap@literacysource.org ).
* The check out period for books is 3 weeks. Patrons can renew books once (for an additional 3 weeks) before returning them. To renew books, patrons must send an email to literacysourcelib@gmail.com with the book title and ask to renew it. You will receive a confirmation email with the new due dates once the book has been renewed.
* Staff and volunteer classroom instructors may request to check out books for an entire term. To do this, please send an email to literacysourcelib@gmail.com with a list of the books and the class you are checking them out for. You will receive a confirmation email with the new due dates once the book has been renewed.
* **Books can be checked out through the self-check out kiosk located in the Sun Room.** To use the check out kiosk, all library patrons will use their email address and the shared password **literacy**. You do not have to create a unique password to check books out.
* If you would like to access your patron account to view your books currently checked out and your lending history, you will need to create a unique password. To do this, go to [literacysource.libib.com](http://www.literacysource.libib.com) and click on “Patron Login” on the left hand side. Then choose “Need Password?” and a randomly generated password will be emailed to you. You can use this password to log in to your patron account, and then change the password to one of your choosing by clicking the “edit profile” tab. *Note: This password is NOT used to check out books - it is only used for optionally accessing your library account online. You will still use the password ‘literacy’ to check out books at the kiosk.*

**Returning Books**

* Books should be returned on or by their due date. You will receive a reminder email 4 days before a book is due. If a book is not returned on time, you will receive overdue book notices 1, 5, and 9 days after a due date has passed.
* Please return books into the short filing cabinet labeled “Return Books Here” located by the self-check out kiosk. You do not need to scan books in or do anything other than place them in the drawer.
* You will not receive an email once a book is checked in, but it will be removed from your account. You can check this by logging in to your Patron Account and viewing your books currently checked out, if you would like to.

 **Checking Out Books (Kiosk Guide)**

Books can be checked out for up to 3 weeks and are renewable for an additional 3 weeks. You will get an email when it is time to return a book. Return the book to the drawer below labeled “Return library books here.”

1. Scan the book’s barcode where it says “Enter Item Barcode”. Every book has a barcode on the **inside front cover** (note: this is not the ISBN barcode).

  

1. Click on “Complete Checkout”
2. Enter your email address- this will be the email you have given to Literacy Source. If your email does not work, please talk to Marisa to have it fixed.
3. Enter the password: **literacy**
4. Click Checkout

