

# CKSD PROFESSIONAL CURRICULUM LIBRARY

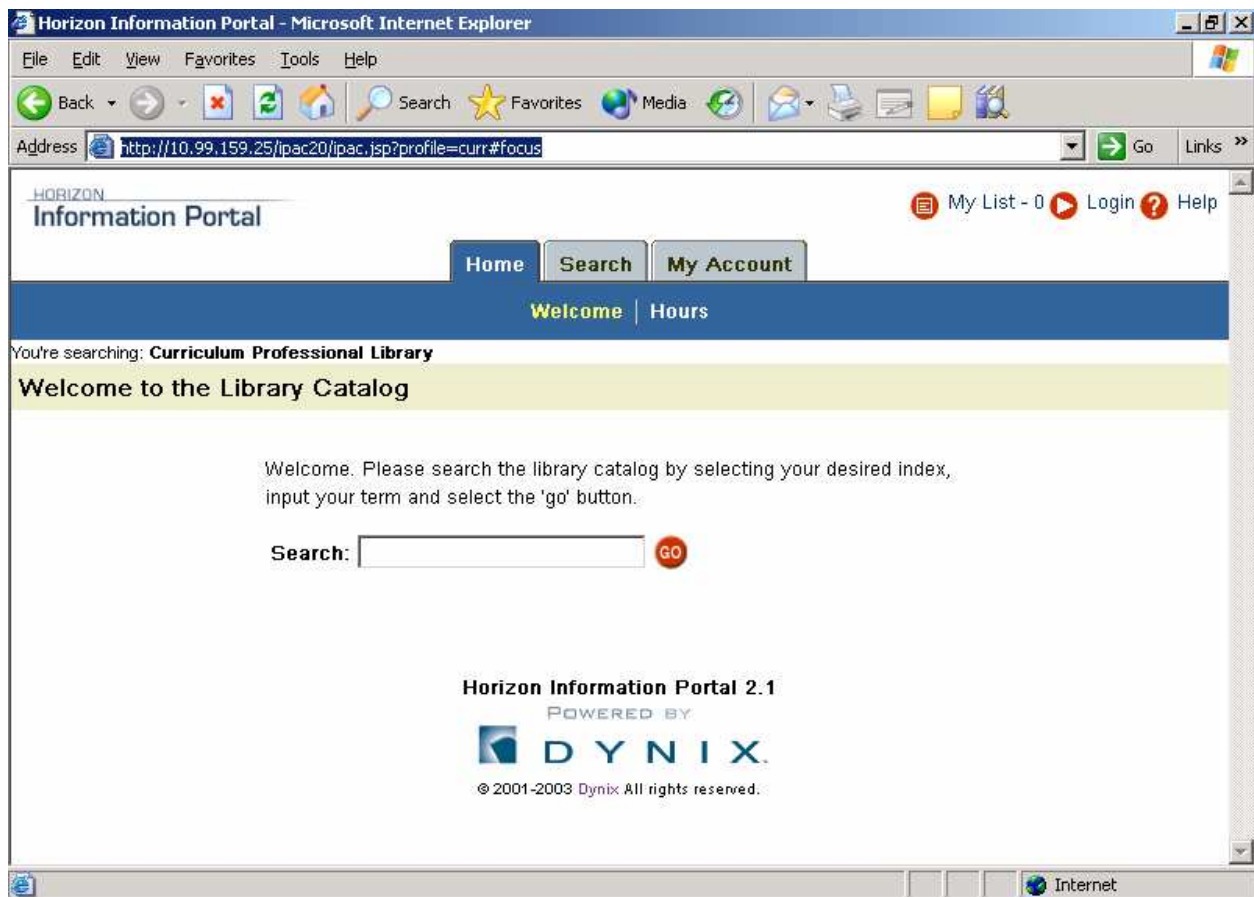
Office Hours: M-F 8:00-4:30

**Amber Bryant**  
Tech. Services Librarian  
Library Services Center  
(360) 662-1759  
[amberb@cksd.wednet.edu](mailto:amberb@cksd.wednet.edu)

**Adrienne Kinzie**  
LSC Department Secretary  
(360) 662-1760  
[adrienne@cksd.wednet.edu](mailto:adrienne@cksd.wednet.edu)

**Barb McClard**  
Library Processing  
Specialist  
(360) 662-1758  
[barbm@cksd.wednet.edu](mailto:barbm@cksd.wednet.edu)

- Access our online catalog (called the **HIP**) at:  
<http://10.99.159.25/ipac20/ipac.jsp?profile=curr#focus>



**Dynix Horizon** is the District's library program, implemented in the schools in 2004.

The screen above shows the default home page for the Curriculum Professional Library. You can do a general keyword search on this page. If you'd like to do a more sophisticated search, or search by other parameters such as title, author, or subject, select the search tab.

## **Finding and Receiving your Library Items**

There are several options available to you for finding and receiving items from the Professional Curriculum Library.

- You may search the HIP (the online catalog) for titles you are interested in checking out, and then call or email the Library Services staff. Tell us what you would like to check out and what school location you would like us to deliver the item(s) to. We can also search Horizon for you if you call or email. You can also put items on hold through the HIP. See below for detailed instructions.
- You may also choose to come in and pick up items from our office, in which case we can put them on hold for you until you're able to stop in.
- Also, feel free to come in and browse our shelves, or if you can't find what you're looking for, ask us to help do a search for you in Horizon.

## **Putting items on Hold (making a request) through the HIP**

- On the Curriculum Library's homepage, select the MY ACCOUNT tab.
- Type in your ID. If you do not know your ID, contact your school's librarian, or contact the Library Services Center and ask!
- After entering your ID, hit enter. Your account info will show on the screen. Hit the search tab and perform your search(es).
- When you find something you want to request, select the REQUEST ITEM tab.
- A Request Confirmation screen will appear. Add a comment (optional).
- Select the REQUEST tab.
- Library Services staff will retrieve your request, check for the requested item's availability, and if available, will send it to you within 1 to 2 days.

## **Circulation policies**

All items are due back just before the end of the school year, in mid June. If you would like to keep the items you have checked out over the summer and into the following school year, you can call or email the LSC and ask us to renew your materials.

As a courtesy to your colleagues and fellow Curriculum library users, please return library items as soon as you are done using them. We may contact you and ask you to return something that another patron has requested if you have had the item checked out for over a year, or if it is overdue.