

## Convent & Stuart Hall Libraries & Learning Commons Information & FAQ

Mrs. Walker & Ms. Esling (Hoffman Learning Commons, K-8)

[amanda.walker@sacredsfs.org](mailto:amanda.walker@sacredsfs.org)

[kathleen.esling@sacredsfs.org](mailto:kathleen.esling@sacredsfs.org)

Ms. Barrett & Ms. Sell (Williams Library & Carroll Learning Commons, 9-12)

[alyson.barrett@sacredsfs.org](mailto:alyson.barrett@sacredsfs.org)

[reba.sell@sacredsfs.org](mailto:reba.sell@sacredsfs.org)

### 1. How do I find a book?

- Go to the [Libraries & Learning Commons](#) webpage.
  - To find this from the school homepage, find **The Education** on the top navigation bar.
  - Hover over “The Education,” and from the dropdown menu, select **Libraries & Learning Commons**).
- If you are in search of a book from our elementary library collection, select “K-8 Books.” Select “High School Collections” for resources housed in our two upper school library locations.

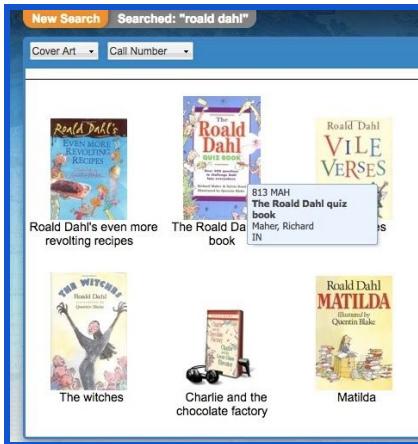
## Libraries & Learning Commons



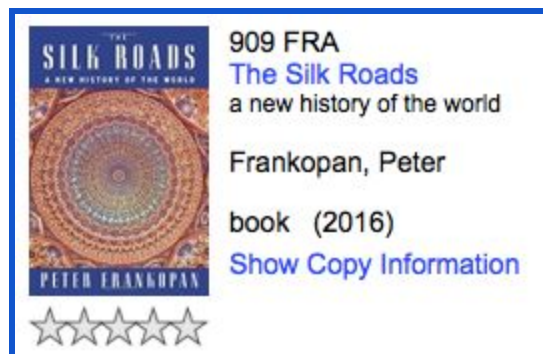
- Use the Catalog to search by author, title, keyword or other details.



- In the *K-8 Catalog*, the list of results will include cover images for the resulting titles. Hover over any given title for a pop-up window that will show important information including the book's call number (listed above the book's title), title, author, and if the book is IN or OUT. Click the cover image for more information about the title.



- In the *High School Catalog*, the list of results will include the call number listed above each title. (The call number 909 FRA is above the title *The Silk Roads*).



- The call number works as the address of the book on the shelf.
- Use the call number to navigate the room, and ask a librarian if you need help finding your book!

- Click on “Show Copy Information” to see if the book is available or checked out (in the Status column). For High School Collections, “Show Copy Information” also shows the book’s home library. In the “Location” column: CONV means Williams Library; STUA means Carroll Learning Commons.



Site:

Call Number	Volume	Barcode	Site	Location	Shelving	Status	Due Date	Reservation	Show Map
305.8009 C...		32980	ALL	CONV		Available			

- And remember, anyone can check out a book from any of our library locations.

## 2. How do I check out a book? How long can I keep a book?

### For Hoffman Learning Commons:

That’s easy! Just bring it to Mrs. Walker or Ms. Esling. At least one of us is always in the library from 7:45–4. Borrowing periods are two weeks long, but you are allowed to keep the book longer if no one else has requested it. Just let us know, and we will renew it for you. Return books to the blue Book Drop located in the hall outside of Hoffman Learning Commons.

We send out overdue notices roughly once a month — paper copies home with students for grades K–4, and emails directly to students in grades 5–8. These are intended as a friendly reminder! If a book has been checked out for more than three months, we will contact parents for the next steps.

### For Williams Library and Carroll Learning Commons:

That’s easy! Just bring it to Ms. Barrett or Ms. Sell. If we are not present, send us an email or leave us a note with the book title, author, and barcode (usually located on the back upper right-hand corner of the book). Borrowing periods are three weeks long, but you are allowed to keep the book longer if no one else has requested it. Return books to the Book Drop in Williams Library or to the Librarian’s Desk in Carroll Learning Commons. In the case of lost or missing books, please let a librarian know immediately.



### 3. How do I find Library Databases?

From the Libraries and Learning Commons homepage, scroll down the page until you find the Database area.

#### Databases

Search journals, encyclopedias, eBooks, newspapers and more!

- + Grades K-3
- + Grades 4-8
- + High School

### 4. How do I access Library Databases from home?

On the list of Databases, many have a link that says **Access [database name] from home**. Click on that link when you are offsite. For most of our Databases, when you are offsite you will need to log in.

- See our [internal login instructions](#) for username and password information.
- Contact one of the librarians if you need any help.

#### - High School

##### Citation

- Noodletools
- Purdue OWL

##### Reference and eBooks

- Gale Virtual Reference Library
  - Access Gale Virtual Reference Library from home
- Oxford Classical Dictionary
- Encyclopedia Britannica
  - Access Encyclopedia Britannica from home
- Questia



## 5. How do I access my Noodletools account?

Grades 5–8: Ask Mrs. Walker, Ms. Esling, or a teacher.

Grade 9: Ask Ms. Barrett or Ms. Sell to help you set up your account.

Grades 10–12: Go to [www.noodletools.com](http://www.noodletools.com) to set up your account (Freshmen) or revalidate your account (Sophomores–Seniors). Follow [these instructions](#) to register or revalidate your account. If you have any problems, please contact Ms. Barrett or Ms. Sell.

## 6. How do I access my Questia account? What is Questia, anyway?

Questia is an online research library containing about 83,000 full-text digital books and 8 million articles.

- Visit: <https://www.questiaschool.com>
- See our [internal login instructions](#) for username and password information.

## 7. Are there books on reserve? How do I use them?

Yes! In the Carroll LC, you will see a number of textbooks on the shelf by the clock. In Williams Library, you will see several shelves of reserves on the back shelf by the printer.

**You may only use these in the library**, and please remember to return these where you found them.