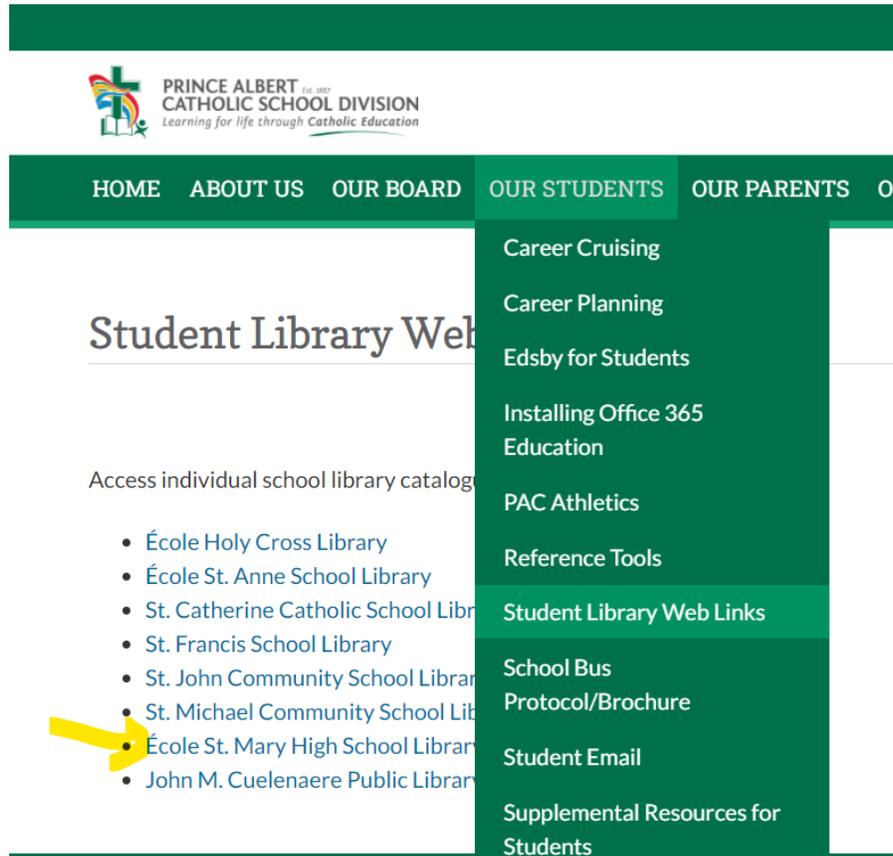


## Steps to Access the School Library OPAC

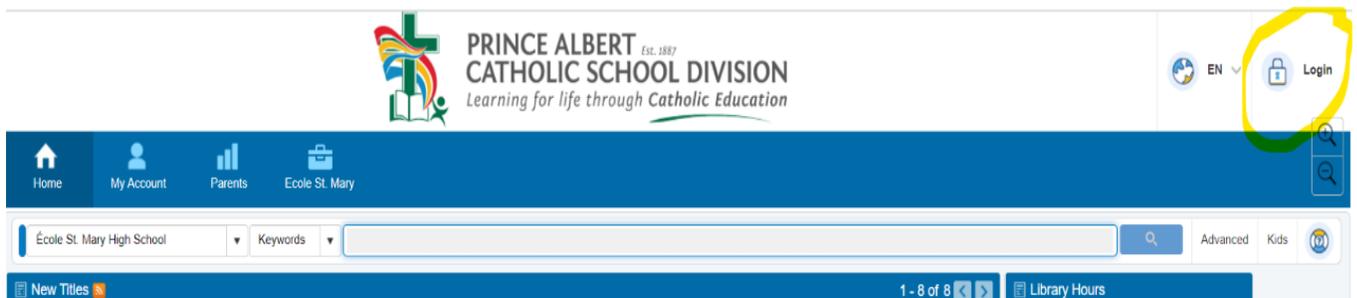
- 1) Go to the School Division Webpage at [www.pacsd.ca](http://www.pacsd.ca) and under the “Our Students” tab, select “Student Library Web Links” and then “École St Mary High School Library”.



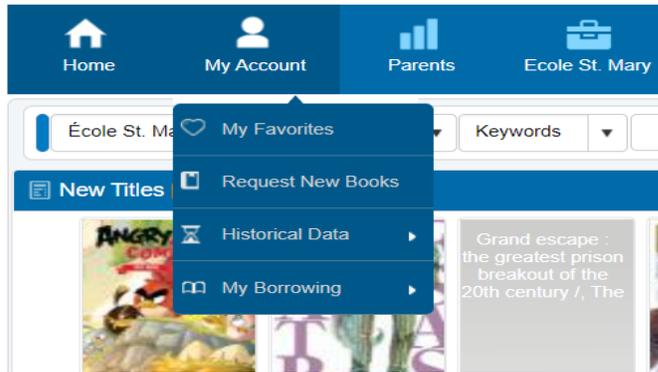
- 2) In the top right corner, select “Login”.

For all students and staff, the username/password is the same as used for logging into their email.

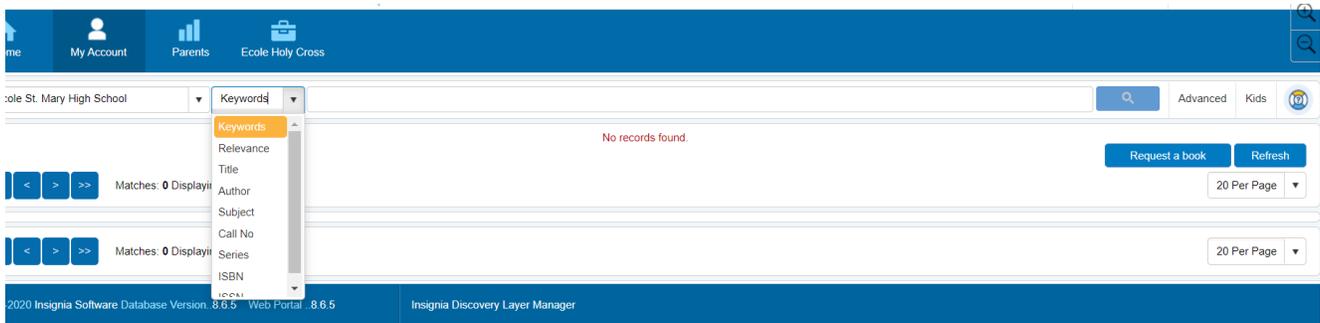
\*\* Login is automatic if the students/staff are already logged into their email (single sign-on feature).



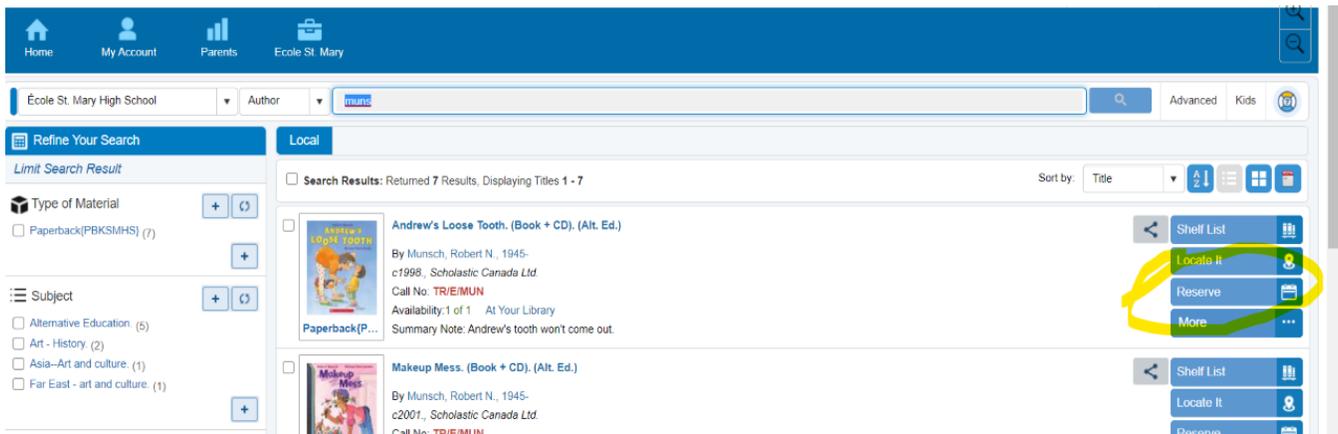
- 3) Every student/staff has a personal “My Account”:  
 My Favorites (tagged searches), Request New Books (approval required), Historical Data (all novels/textbooks), My Borrowing (current novels/textbooks)



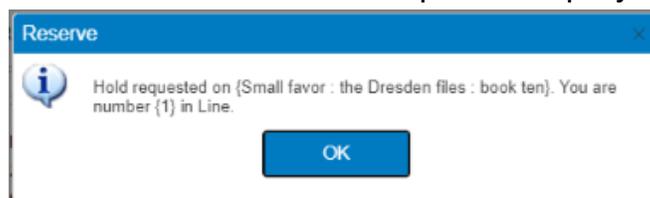
- 4) Students and staff can search for books in various ways:  
 Keywords, Relevance, Title, Author, Subject, Call No, Series, ISBN ...



- 5) Once an item has been searched, students and staff can submit a “Reserve” request.



- 6) A pop-up message will confirm the Reserve request and projected wait-time.



- 7) After the library item is processed, students will receive an email message that the requested item is available and to contact their **Period 1 teacher** for the item.