## **Steps to Access the School Library OPAC**

1) Go to the School Division Webpage at <u>www.pacsd.ca</u> and under the "Our Students" tab, select "Student Library Web Links" and then "École St Mary High School Library".

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École St. Mary High School Librar	Student Email				
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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 ...

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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 <u>Period 1 teacher</u> for the item.