

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue, set against a white background. The shapes are primarily triangles and polygons, creating a modern, dynamic feel.

HTMS Learning Commons Volunteer Training

We are here to help!

Our intention is for the Learning Commons to be a welcoming, comfortable place.

- ▶ Be welcoming
- ▶ Help students sign-in if they don't know how
- ▶ Ask students if they need help finding anything
- ▶ Create an environment that encourages students to return

Student Sign-in

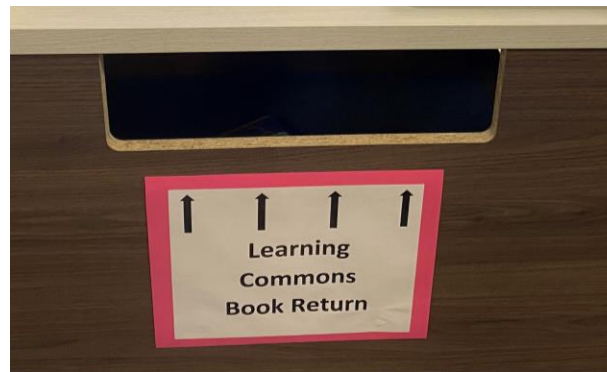
Who should sign in

Anyone who is going to stay in the LC for any period of time

- ▶ Checking out/browsing books
- ▶ Using computers
- ▶ Working on a project
- ▶ Completing make-up work

Who shouldn't sign in

Students returning books only
HNN News anchors and tech



How to Sign-in

Barcode = Student number

Teacher = Current teacher

Click blue SUBMIT button



How Students Can Search for Books

There are two computers where students can look to see what books we have in our collection.

- ▶ Recently Added
- ▶ Popular Titles
- ▶ Topics (Genre)
- ▶ Magnifying glass



Sometimes students forget to notice the sublocation (genre), so they don't know where to find the book on the shelf. Help them learn how to find the sublocation.

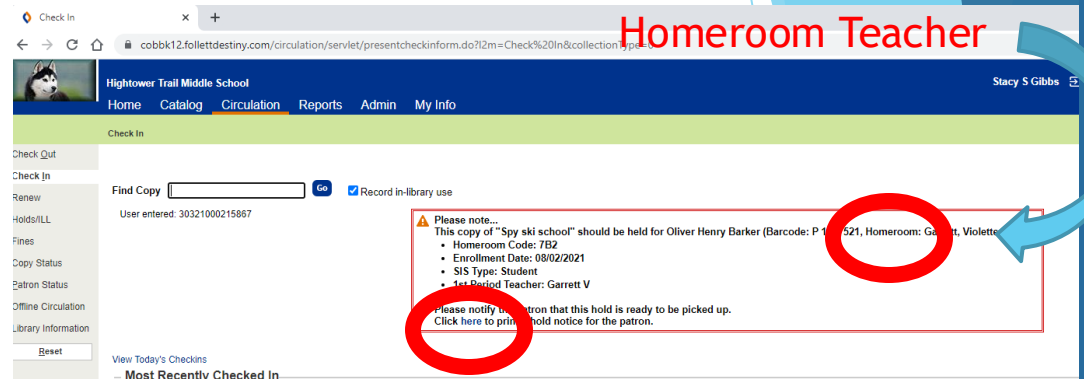
How to Check-in Books

- ▶ Flip through the pages to see if there are any treasures inside
- ▶ In Destiny Back Office, Select Circulation from the top navigation bar then Check-in on the left pane
- ▶ Ensure the cursor is in the Find Copy box
- ▶ Scan the HTMS barcode
- ▶ Watch the screen/listen for bells to ensure each book is checked in
- ▶ Please let the LC staff know if a book was overdue from a PREVIOUS school year (so we can have the bookkeeper remove the fine from MPP)
- ▶ If a book needs to be repaired, please let the LC staff know

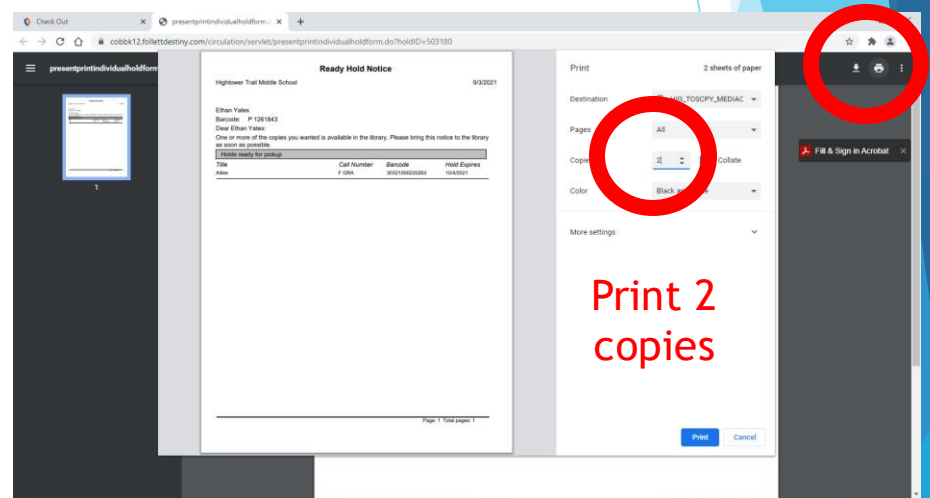
The screenshot shows a web browser window with the URL `cobbk12.follettdestiny.com/circulation/servlet/presentcheckinform.do?l`. The page title is "Check In" and the school name is "Hightower Trail Middle School". The navigation bar includes "Home", "Catalog", "Circulation" (highlighted), "Reports", "Admin", and "My Info". The "Check In" section is active, showing a "Find Copy" input field, a "Go" button, and a checked checkbox for "Record in-library use". A "View Today's Checkins" link is also visible. A sidebar menu on the left lists various circulation functions: "Check Out", "Check In" (highlighted), "Renew", "Holds/ILL", "Fines", "Copy Status", "Patron Status", "Offline Circulation", and "Library Information". A "Reset" button is located at the bottom of the sidebar.

When a book you're checking in is on hold for another student

- ▶ When you get the alert that a book should be held for another student, click the link to print.
- ▶ Print two copies of the notice
- ▶ Place one copy of the notice in the book
- ▶ Place the other copy in the homeroom teacher's mailbox
- ▶ Put the book in the tray on the circulation desk



The screenshot shows the 'Check In' page of the library system. The page title is 'Hightower Trail Middle School'. The navigation menu includes 'Home', 'Catalog', 'Circulation', 'Reports', 'Admin', and 'My Info'. The 'Check In' section is active, showing a search bar with 'Find Copy' and a 'Go' button. A search result is displayed for user ID 30321000215867. A red box highlights a warning message: 'Please note... This copy of "Spy ski school" should be held for Oliver Henry Barker (Barcode: P 12521, Homeroom: Garrett, Violetta...'. Below the message, a red circle highlights the text 'Please notify the patron that this hold is ready to be picked up. Click here to print hold notice for the patron.' A blue arrow points from the text 'Homeroom Teacher' to the 'Homeroom: Garrett' field in the message.



The screenshot shows the 'Ready Hold Notice' print page. The page title is 'Ready Hold Notice'. The notice text reads: 'Hightower Trail Middle School 9/3/2021 Ethan Yates Barcode: IP 1261843 Dear Ethan Yates: One or more of the copies you wanted is available in the library. Please bring this notice to the library as soon as possible.' Below the text is a table with columns: Title, Call Number, Barcode, and Hold Expires. The table contains one row: 'Title', 'Call Number', 'Barcode', 'Hold Expires'. A red circle highlights the 'Print' button in the top right corner. A red circle highlights the 'Copies' dropdown menu, which is set to '2'. A red circle highlights the 'Print' button at the bottom right. The text 'Print 2 copies' is overlaid on the page.

How to check-out books

- ▶ In Destiny Back Office, Select Circulation from the top navigation bar then Check-out on the left pane
- ▶ Ensure the cursor is in the Find box
- ▶ Have student enter their number on the keypad
- ▶ Verify the student's name
- ▶ Scan the book's HTMS barcode (front cover)
- ▶ If the system beeps because they already have two books checked out, ask them if they have returned any books to the bin
- ▶ If yes, click Yes to override the system
- ▶ If no, the student needs to return a book before checking out another
- ▶ Have the student stamp the due date inside the book
- ▶ Encourage the student to take a bookmark

No checkouts if a student has an overdue book from HTMS

Check Out

Hightower Trail Middle School

Home Catalog **Circulation** Reports Admin My Info

Check Out

Check Out

Check In

Renew

Holds/ILL

Fines

Copy Status

Patron Status

Offline Circulation

Library Information

Reset

Find

Go Find Patron Find Copy

Only my patrons Only search Last Name Only Active Patrons Due Dates

Students are allowed to check out two books at a time. NO EXCEPTIONS (except one - HRRB participants can check out more than two books)!

How to Shelf Books

Pro Tip: Sort books by genre (and then alphabetically by author) on the cart for more efficient shelving

Suggested order for loading the cart:

- ▶ Graphic novels (741.5 and 741.59)
 - Shelved by Author's last name
 - No need to distinguish 741.5 from 741.59. They're all mixed together!
- ▶ Biographies
- ▶ Guinness World Record Books
- ▶ Picture Books (rarely used)
- ▶ Classics
- ▶ Non-fiction
 - Organized by Dewey Decimal Call Number
 - Within call number, organized by Author's last name
- ▶ Mystery
- ▶ Fantasy
- ▶ Animals
- ▶ Sports
- ▶ Dystopian
- ▶ Scary
- ▶ Science Fiction
- ▶ Humor
- ▶ Action/ Adventure
- ▶ Supernatural
- ▶ Historical Fiction
- ▶ Realistic Fiction



Books in a series are color coded and shelved in series order

Layout of the Learning Commons

Biographies	*	Classics
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* 031 Guinness World Records
 * Picture Books (including Dr. Seuss)

Graphic Novels

Circulation Desk

Non-Fiction (ordered by Dewey Decimal Number)

Realistic Fiction
 Realistic Fiction

Realistic Fiction
 Realistic Fiction

Realistic Fiction
 Realistic Fiction

Mystery

Historical Fiction	
Action Adventure	Supernatural

Humor	Science Fiction	
Sports	Dystopian	Scary

Animals	Fantasy
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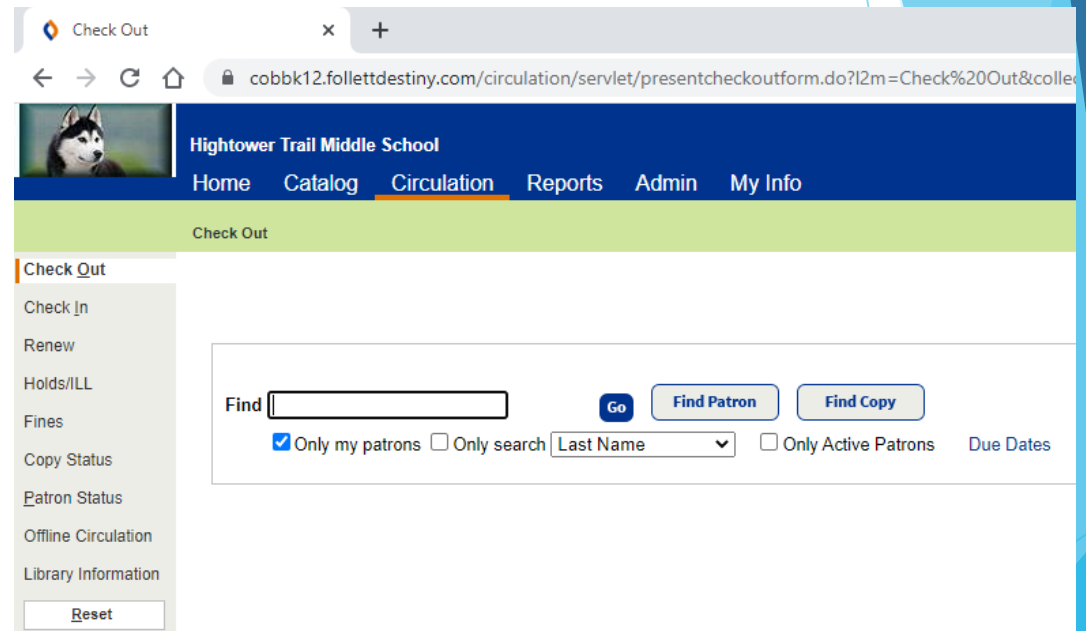
Fantasy

Not to scale 😊

How to Renew a Book

We're happy to renew books if a title isn't on hold for another student. The student must have the book with them to renew it, and they can't have any overdues.

- ▶ The process is the same as checking out a book
- ▶ The student enters their number on the Check Out tab
- ▶ Scan the book
- ▶ Have the student stamp the new due date in the book



The screenshot shows a web browser window with the URL `cobk12.follettdestiny.com/circulation/servlet/presentcheckoutform.do?l2m=Check%20Out&colle`. The page header includes the school name "Hightower Trail Middle School" and navigation links for "Home", "Catalog", "Circulation", "Reports", "Admin", and "My Info". A sidebar menu on the left lists various library functions: "Check Out", "Check In", "Renew", "Holds/ILL", "Fines", "Copy Status", "Patron Status", "Offline Circulation", and "Library Information", with a "Reset" button at the bottom. The main content area is titled "Check Out" and features a search form with a "Find" label, a text input field, a "Go" button, and two buttons labeled "Find Patron" and "Find Copy". Below the search field, there are checkboxes for "Only my patrons" (checked), "Only search" (unchecked), a dropdown menu set to "Last Name", a checkbox for "Only Active Patrons" (unchecked), and a "Due Dates" label.

How to place a book on hold

- ▶ On the left pane, select Holds/ILL
- ▶ Enter the student's number
- ▶ Click Add Hold
- ▶ Enter the Title in the Find box
- ▶ Select Save
- ▶ You'll see the confirmation message

⚠ Hold request placed for any copy of "Almost flying". This hold request will expire on 10/4/2021.

The screenshot shows the 'Holds/ILL' page for a patron named Stacy S Gibbs. The left sidebar has a red circle around the 'Holds/ILL' option. The main content area shows the patron's details and a section for 'Holds' which is currently empty. A red circle highlights the 'Add Hold' button at the bottom right of the page.

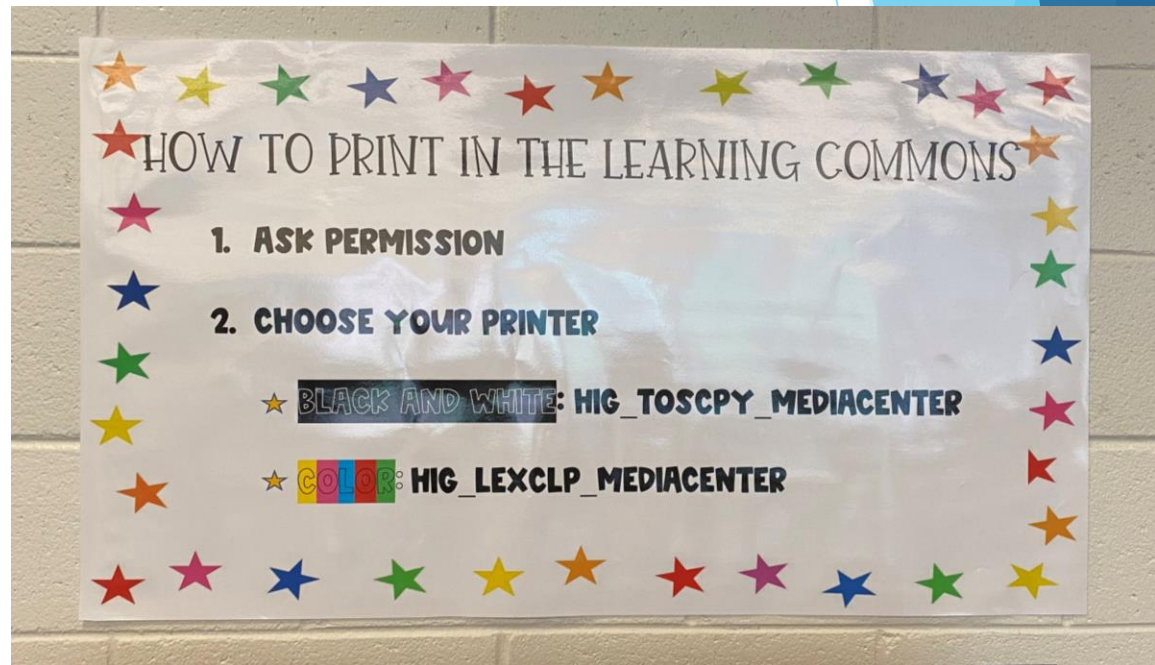
The screenshot shows the 'New Hold Request' form. The 'Find' box contains the title 'Almost flying' and the author 'Arlow, Jake Maia'. The 'Priority' is set to 'Standard' and the 'Request Expires' date is '10/4/2021'. A red circle highlights the 'Save' button at the bottom right of the form.

Helen Ruffin Reading Bowl (HRRB)

- ▶ Only members of the HRRB team may check out books labeled HRRB
- ▶ HRRB Books are stored near the circulation desk with a list of team members
- ▶ HRRB team members may check out more than 2 books at a time

How to help students print

- ▶ Students must ask to print
- ▶ Students should use the black and white printer unless they have specific permission from their teacher to use the color printer
- ▶ The printer names can be found on the poster on the wall and on stickers on each desktop computer



Thank you!

- ▶ We are incredibly grateful for you
- ▶ Your support in the Learning Commons allows us to focus on other projects and responsibilities
- ▶ You are an invaluable resource to us!