

## Your Professional Library @ The Serna Center!

The Professional Library @ Serna has just what you need! It is a review and circulating library of over 28,000 titles including books aligned to Open Court, California Vistas, California Science and California Mathematics. Teachers can check out up to 30 books for one month. You have access to the search the entire collection from your site and from home. You can:

*Search for specific titles*

*Search for titles in content areas*

*See if the book is checked out or on the shelf*

*Create and print a list of books you want*

*Request a subject/interest area and have the department put together a collection for you*

You can **fax** your request to Library/Textbook Services @ 277-6379 and have the materials delivered to your site. Here are the steps:

1. Access [www.scusd.edu](http://www.scusd.edu) , click **FACULTY/STAFF**, click on **DESTINY [LIBRARY SERVICES]** and then choose **PROFESSIONAL LIBRARY** site.
2. Click on **SEARCH THE LIBRARY CATALOG**. (You do not need to Login).
3. You can do a search by topic, author, or title. For example, type **Roald Dahl** in the FIND window and click the **AUTHOR** button. You will see a list of books written by Dahl.
4. At the far right of each title, you can see if the book is available. Make a list of the books you want by clicking **ADD TO THIS LIST** to the right of each title.
5. When you have finished selecting, go back to the top of the page and select **RESOURCE LISTS** on the left side. Under **MY LIST**, click **VIEW**. You can now review your list and remove any titles. Then click **PRINTABLE** at the top of the page. Then print the list. **VOILA!** You now have a list of books to request.
6. Fax the list with a cover sheet that includes your NAME, TEACHER ID NUMBER, GRADE, SCHOOL, and EMAIL address. Fax the list to 277-6379 attention Library
7. The materials will be packed for shipout on the next open day at the Professional Library, and then sent to your site on your next delivery day. The library is not open full-time and district deliveries are no longer scheduled every day, so you need to plan ahead for ordering materials.
8. When you are ready to return the books to the Professional Library, you can put them in District Mailers (addressed to BOX 726 Professional Library) or pack them in a box, place the envelope or box in your designated Warehouse pick-up location. Check with your office manager if you are not sure of the correct location.
9. The materials will be picked up by your Warehouse driver and returned to the Professional Library. Contact Library/Textbook Services at 277-6377 for answers to any questions.

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| Professional Library,<br>Box 726<br>From: Name, School<br>Box 1 of 1 |
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