LIBRARY RESEARCH SKILLS
2024-2025 School Year

I.   **How to get started**
       CHECK IN WITH MRS. FRUGE; present your pass and GET DIRECTIONS WHEN YOU ENTER.
       You will use your personal chromebook for research and printing.
       Type **ndpios.com;** choose **Academics;** drop down and choose **Library Links**; this will take you to *Destiny* (library catalog).
       How to sign in to your personal Destiny Account:
                At Follett Destiny, click on the blue link to Notre Dame HS.
                Click the Login tab at the upper area of the screen.
                Your Name = First and Last
                Password = Student ID number; you are now logged on to Destiny Discover.
                On the top banner, Click "More." Then choose "Back Office."
       Follett Destiny now is the interface that allows you to access the library catalog.
       Search by keyword, title, author, subject or books in series. You will be given print books, eBooks, professional items, and electronic and Gale/Cengage/Infotrac digital information from databases that Notre Dame subscribes to. (NOTE: YOU WILL HAVE TO GO BACK TO the LIBRARY LINKS page to access the Salem Reference eBooks.)
                Confirm the items are available.
                ***Write down the call** number and title of each item you want*.
                Search library shelves and examine those titles (Look in index, table of contents of each book).
                At the Circulation Desk, check out books that look useful for your research. Reference Books (marked *R*) in the call number may not be checked out, but Mrs. Fruge will make photocopies for - 10¢ per page.
                You can begin a search, check out or open an eBook to start reading, or put a book on hold if it is currently "out".

II.   **Reference Books and Materials (See directions above and/or browse the reference shelves.)**
       Reference books are marked *R* in the call number and may not be checked out.
       You may ask Mrs. Frugé to make copies of any books at the copy machine *for* 10¢ per page ; **no IOUs.**

III.   **INFOTRAC®Database** – Can Be Used From School and From Home
       NDHS subscribes to this database that can be accessed from ndpios.com at school and at home.
       Log on to www.ndpios.com Pull down *Academics.* Then click **Library Links/Reference Databases/Gale/INFOTRAC/SALEM. The password** is **********.** You may print copies of articles@ 10¢ per page.
       You may email these articles to your *gmail* account. ***NOTE: You must use either of the two hallway computers to print; your chromebook does not connect to any printers on campus.***

IV.   **Salem History®, Salem Literature®, Salem Science®, Salem Health®Databases** – Can Be Used From School and From Home
       From ndpios, Pull down *Academics* ;click **Library Links, Reference Databases** then **choose the Salem Database® to search.**
       Password ID is *************.
       These are full-text eBooks and are NOT included in your Destiny searches; you get them through this portal.
       You may print articles for a fee or send them to your Gmail account. We also have the actual PRINT BOOKS of these articles if you wish to research in print format.

V.   **Acadia Parish Library (FROM HOME ONLY!!!)**
                Log on to http://acadia.lib.la.us
                Use your PIN (Personal Identification Number) to log on
                Search their Catalog for books on your subjects.
                FROM HOME ONLY: Search through their databases for articles, etc. **DO NOT USE THEIR DATABASE FROM SCHOOL; It is in violation of COPYRIGHT/LICENSE LAWS.**

VI.   **The Internet**
         Use more than one search engine for best results.
         Some suggestions: googlescholar.com, yahoo.com; metacrawler.com; dogpile.com, etc. Use reputable educational sites (See *How to Evaluate a Website* posted at our circulation desk).
VII.   **G-mail**
         You may send/open articles via school email account from school . **USE ONLY SCHOOL GMAIL ACCOUNT.**
         DO NOT OPEN OR DOWNLOAD anything without explicit permission from the
                  librarian. Please refer to Consequences in the *Parent Student Handbook* for this year.
VIII.   **CITE ALL SOURCES PROPERLY!**
         Use for proper MLA Style: **Go to OWL at Purdue for citation formats. Go to**
                  ndpios.com, Pull down *Academics;* **click on Library Links, Citation Formats. Always construct your citations as *directed* by your teachers.**
IX.   **Helpful Tips**
         Always check in with the librarian and SIGN THE SHEET when you enter the library.
         ALWAYS BRING YOUR CHROMEBOOK.
         Bring paper, pens and all materials needed for research.
         Have a little cash *in small bills* or in change for making copies. NO IOUs.
         Be sure to **document your sources using *MLA Style as you gather information. This includes anything gathered from photos, news articles, magazines, etc.***
         Follow rules pertaining to library use and procedures posted in the Library and briefly stated in the NDHS Handbook.
         We have posters for 50¢ for sale; we can provide glue, hole punch, etc. when available; just ask.
         Please clean up and put things back in order when you are finished.
         Ask for help if you are not sure…that's what I do!
X.   **Library Hours**
         The library is generally open 7:30-3:25 on school days.
         We are open during all breaks and during lunch each day.
         You may come **with a pass from your teacher** to work on research. **Present your pass** to Mrs. Fruge and **sign in.**
         Scheduled classes will have first preference for library use.
XI.   **How to print**
         Print jobs are done from the 2 computer stations in the library hallway. Your chromebook is not connected to schoolwide printers. Please remember to use the library stations.
                  We do not have a color copier
         Copy Machine -- 10¢ per page, simple text
         Please check with Mrs. Frugé for large pictures or sheets of thumbnail pictures before printing them. This is highly discouraged.

Stop by the Library for additional help or information. Happy Research!!! *Mrs. Frugé*

Revised August 13, 2024

Skills – 1 – Library Research Skills Sheet For Students