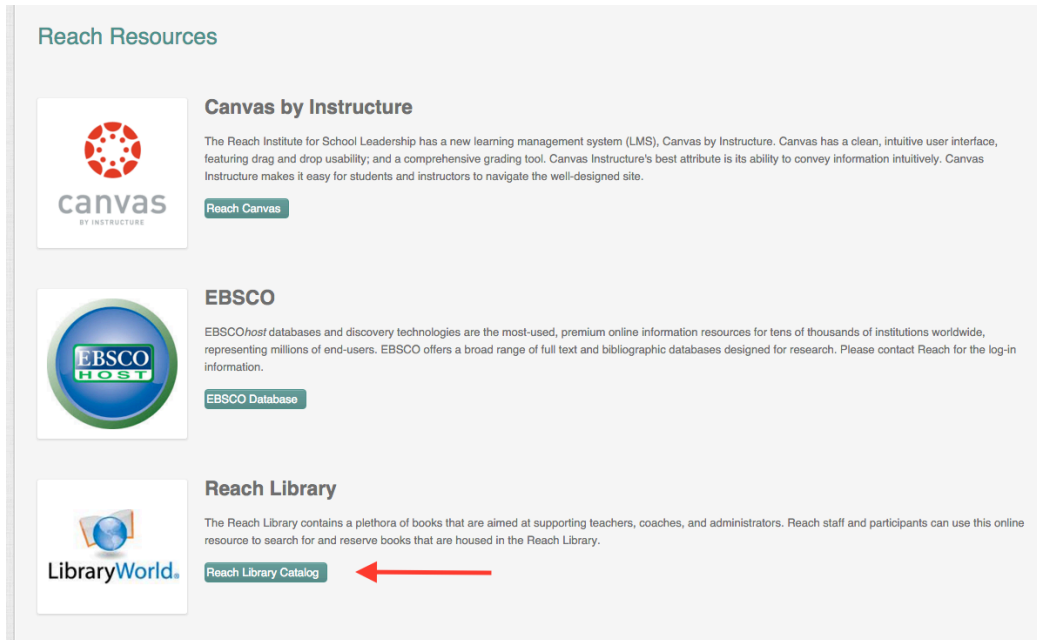


## Reach LibraryWorld

### Accessing the Library

- 1) Go to the “Resources” page on the Reach website. <http://reachinst.org/resources>
- 2) Click on the “Reach Library Catalog” button at the bottom of the page. The Reach Library will open in a new window or tab.



The screenshot shows the 'Reach Resources' page. It features three main sections: 'Canvas by Instructure', 'EBSCO', and 'Reach Library'. Each section includes a logo, a brief description, and a button. A red arrow points to the 'Reach Library Catalog' button in the 'Reach Library' section.

**Reach Resources**

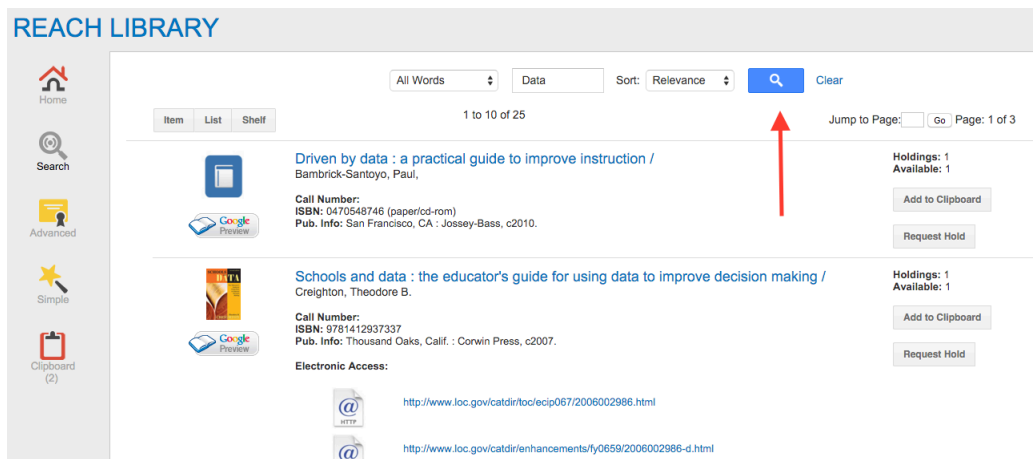
**Canvas by Instructure**  
The Reach Institute for School Leadership has a new learning management system (LMS), Canvas by Instructure. Canvas has a clean, intuitive user interface, featuring drag and drop usability; and a comprehensive grading tool. Canvas Instructure's best attribute is its ability to convey information intuitively. Canvas Instructure makes it easy for students and instructors to navigate the well-designed site.  
[Reach Canvas](#)

**EBSCO**  
EBSCOhost databases and discovery technologies are the most-used, premium online information resources for tens of thousands of institutions worldwide, representing millions of end-users. EBSCO offers a broad range of full text and bibliographic databases designed for research. Please contact Reach for the log-in information.  
[EBSCO Database](#)

**Reach Library**  
The Reach Library contains a plethora of books that are aimed at supporting teachers, coaches, and administrators. Reach staff and participants can use this online resource to search for and reserve books that are housed in the Reach Library.  
[Reach Library Catalog](#)

### Searching for a Book

- 3) From the Reach Library homepage, you can search for a book by title or author, or browse the recently added books.



The screenshot shows the 'REACH LIBRARY' search results page. It features a search bar at the top with a search button and a 'Clear' link. Below the search bar, there are two search results. Each result includes a book cover, title, author, call number, ISBN, and publication information. There are also buttons for 'Add to Clipboard' and 'Request Hold'. A red arrow points to the search button.

**REACH LIBRARY**

All Words Data Sort: Relevance  Clear

Item List Shelf 1 to 10 of 25 Jump to Page:  Go Page: 1 of 3

**Driven by data : a practical guide to improve instruction /**  
Bambrick-Santoyo, Paul.  
Call Number: ISBN: 0470548746 (papercd-rom)  
Pub. Info: San Francisco, CA : Jossey-Bass, c2010.  
Holdings: 1 Available: 1  
[Add to Clipboard](#)  
[Request Hold](#)

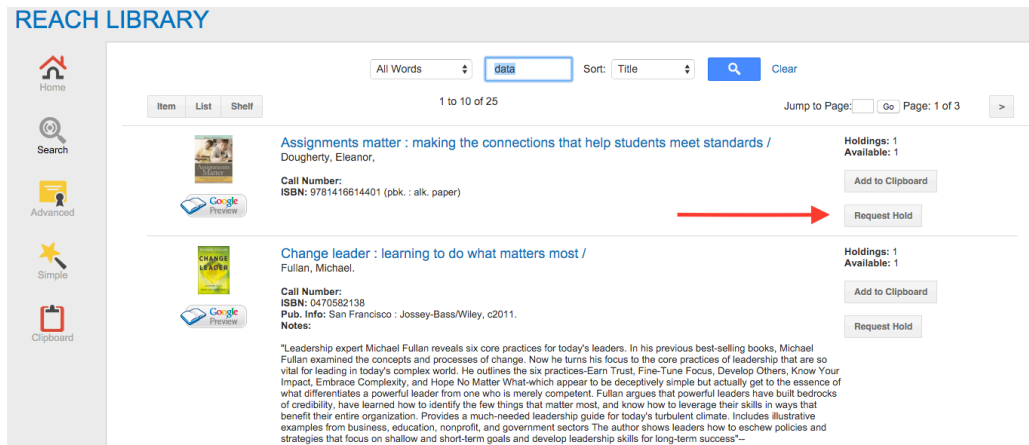
**Schools and data : the educator's guide for using data to improve decision making /**  
Creighton, Theodore B.  
Call Number: ISBN: 9781412937337  
Pub. Info: Thousand Oaks, Calif. : Corwin Press, c2007.  
Holdings: 1 Available: 1  
[Add to Clipboard](#)  
[Request Hold](#)

**Electronic Access:**  
<http://www.loc.gov/catdir/toc/ecip067/2006002986.html>  
<http://www.loc.gov/catdir/enhancements/fy0659/2006002986-d.html>

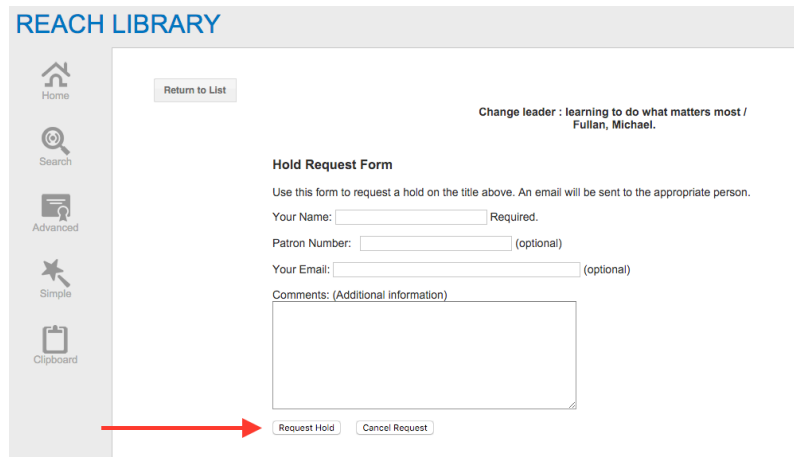
- 4) The “Advanced” search page (found in the left-hand navigation menu) will allow you to do an advanced search for a book by a combination of title, author, subject, etc.
- 5) The “Simple” search page (found in the left-hand navigation menu) will allow you to search for a book by title, author or subject.
- 6) Click on a book to view additional book information.

### Checking Out a Book

- 7) To reserve a book, click on the “Request Hold” button next to book you have selected from the “Search” page. (Please note this function is only available from the “Search” page and not the “Advanced,” “Simple” or “Clipboard” pages.)



- 8) Enter your name and email address. In the “Comments” section, please indicate whether you will be picking the book up from the Reach office or would like the book mailed to you. If you would like to book to be mailed to you, please include your mailing address.
- 9) Click the “Request Hold” button. This will send an email to Reach alerting us that you have reserved a book.



## Returning a Book

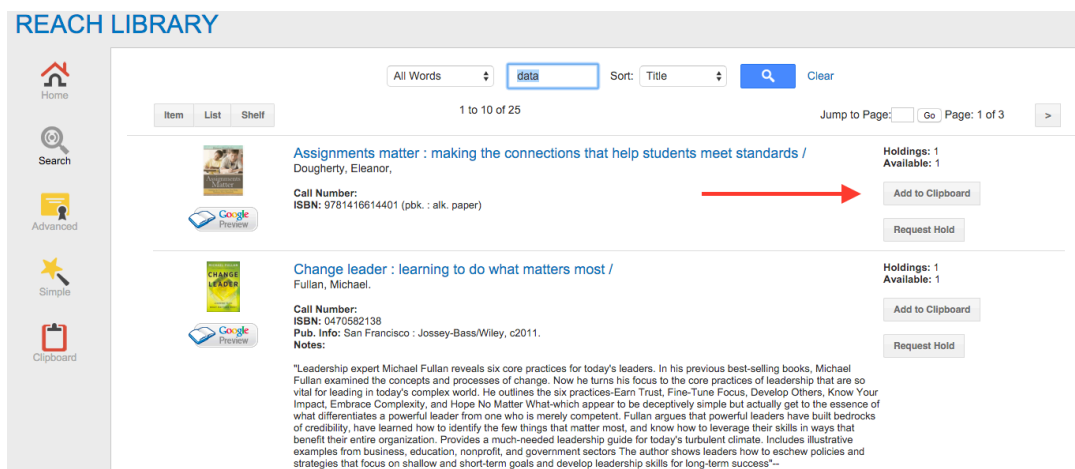
- 10) Reach books can be checked out for up to 1 month. Please send an email to [info@reachinst.org](mailto:info@reachinst.org) to request an extension for your check out.
- 11) You have two options for returning a book:
  - a. Return by mail to:
    - i. Reach Institute for School Leadership  
ATTN: Library  
1221 Preservation Park Way, Suite 100  
Oakland, CA 94612
  - b. Return the book to the Reach Office
    - i. Reach Office hours: 9:00am – 5:00pm Monday-Friday (closed on Federal Holidays)
    - ii. For after-hours return, please drop book through mail slot in front door or leave in Reach mailbox with a note stating your name.

## Using the Clipboard

When searching a library, it is often necessary to write down the titles and call numbers of the items found. This can be quite cumbersome and time consuming. In LibraryWorld, you can quickly copy a record to a temporary location called the Clipboard. After collecting all your records, you can then go to the Clipboard and print out a listing of titles.

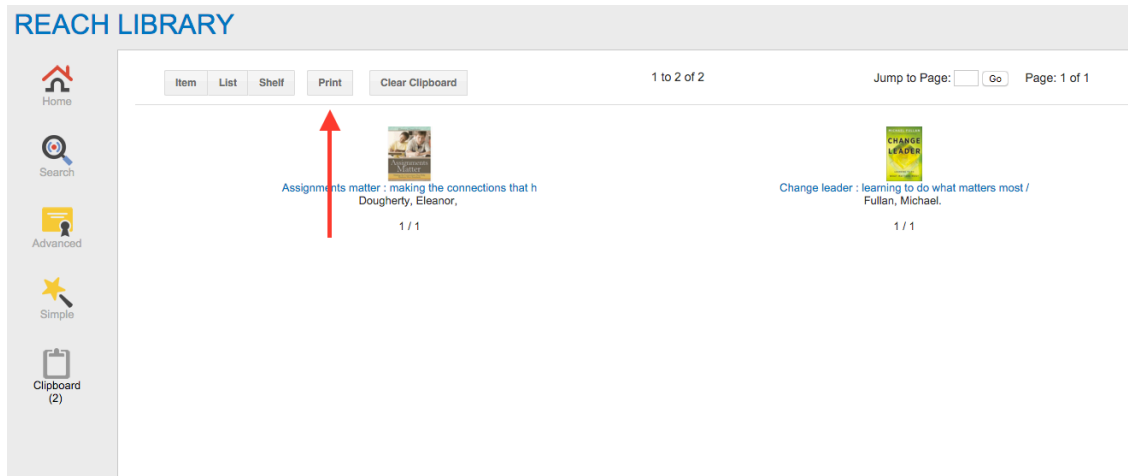
To copy a record to the Clipboard:

- 1) Find a list of records by searching.
- 2) Click on a title record to view the title report.
- 3) Select the “Add to Clipboard” command link. The item will be copied to your Clipboard.



To view and print your Clipboard:

- 1) Select the "Clipboard" link at the top of the screen.
- 2) Select the "Print" button.



- 3) Use your browser's Print command to print the report.

When you are finished using the Clipboard, remember to empty the Clipboard by using the Clear link. The Clipboard will also be emptied automatically when you close the LibraryWorld browser.

If you have any additional questions or require further assistance, please contact Janelle King at [jking@reachinst.org](mailto:jking@reachinst.org) or (510) 50