

Using Google in Your Library

It's more than just a search tool

<https://goo.gl/rFi4Wu>

Google Docs

1. Useful tools on doc
2. Staff sharing eg Read alouds - doc
3. Book Club - doc
4. Meetings - doc

“How to” video

Google Spreadsheets

1. Accounts - sheet
2. Overdues - sheet
3. Inventories - sheet

“How to” video

Google Forms

1. Ask for feedback - form / results
2. Recommend a book - form
3. Ask a Librarian - form
4. Distribute periodical articles - form

“How to” video

Sites

1. Create your own library/school webpage - site
2. Book clubs - site
3. Library Orientation - site
4. Curation/Flipped lessons - site
5. CV's/ Professional Journey - site

“How to” video

Blogger (Blogspot)

1. Library blog - blog
2. Book reviews - blog
3. Book club - blog

“How to” video

Slideshow

1. Presentations - we're looking at one now
2. Photo shows - slides
3. Annual reports - slides
4. Lit Quizzes - slides

“How to” video

Classroom

You can use classroom to contact your students:

1. Writers Groups - classroom
2. Book clubs

“How to” video

Google Books

Google Books is a online e-book resource for you and your students.

[Google Books](#)

Google Drawing

1. Library posters - drawing
2. Bookmarks - drawing

“How to” video

Google Keep

Do you make lists?

Use your lists for all sorts of purposes.

You can share them and get reminders.

Example - <https://goo.gl/JIGru3>

Google Keep [video](#)

Making the most of [Google Keep](#)

Google Trends

Find out what is trending in the world or your country, or a topic.

<https://www.google.com/trends/>

Google Templates

Why make a new document when someone else already has: Google Templates

Best apps for 2015

The image features a white background with a blue border. In the upper left, a grey silhouette of a hand holds a smartphone. The text 'Best apps for 2015' is written in a black serif font across the top. The background is decorated with numerous small, irregular blue dots and larger blue brushstrokes, creating a dynamic, artistic feel.

This presentation was put together by Karen Clarke, Library Manager, St Patrick's College, Wellington and Clare Forrest, Library Manager, Raroa Intermediate, Wellington.



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