



Kurzweil
EDUCATIONAL SYSTEMS

Accessing Sun West Materials on Kurzweil

SUN WEST LIBRARY OF RESOURCES

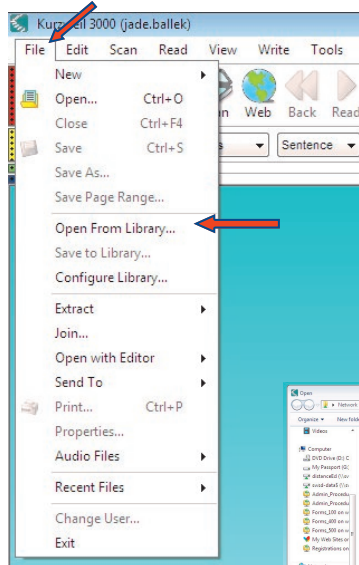
Materials scanned into the Sun West library on Kurzweil can be accessed and used throughout the Division. This means that materials scanned in one school can be saved and accessed by staff in other schools in Sun West.

This is a huge time-saving feature for many schools where time to scan may be limited.

The copyright understanding is that materials used provided that the school has a “hard copy” of the resource being used. So, if a school is using the Kurzweil scanned version of *Underground to Canada*, a copy of the book **must** also be available in the school.

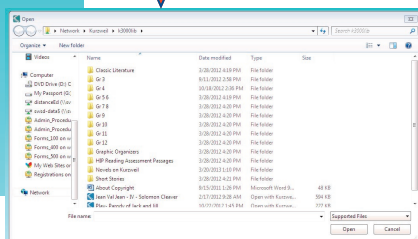
BROWSING THE LIBRARY

Select the **File** tab on the Toolbar



Click **Open from Library ...**

Explore the scanned resources!



Saving Scanned Materials

All staff can save to the Sun West library on Kurzweil so that collaboratively, we can build a wealth of resources!

