

**Teacher-Librarian:** Mrs. Laurie King

**Hours of Operation** 8:30 – 4:00

✚ Open at dinner hour, and before and after school.

### Book Circulation

All materials leaving the library must be signed out. Most materials in the library can be borrowed for three weeks, except current magazines and reference books which do not circulate. A return date will be stamped on the due slip in the back of the book. If materials are needed past the due date, return for renewal. Return materials through the slot in the circulation desk. Students with overdue books must return them to continue their borrowing privileges. At exam time report cards will be withheld until books are returned. If you lose a book you will be expected to pay for it.

### Security System

Resources are desensitized when signed out so alarm will not sound. Always enter and leave the library going through the security gate on your right.

### Library Behaviour

Keep the library quiet. Respect the rights of others. Students could be studying, reading or relaxing and noise is disturbing. No food or drink is allowed in the library.

### Resource Areas in the Library

**Non-fiction** – The main collection is in the stacks. It is organized according to the Dewey Decimal System. To locate a book on the shelves look at the call number on the spine of the book.

For example: 796.962 (Call number for *Wayne Gretzky*  
TAY *Gretzky: The Authorized Pictorial Biography*)

**Fiction (F)** – Fiction is organized using the first three letters of the author's last name.

For example: F (Call number for *The Hobbit*  
Tol by J.R.R. Tolkien)

**Reference Section (R)** – Includes dictionaries, encyclopaedias, atlases, almanacs, indexes and general reference books. These materials do not circulate.

### **Vertical Files or (Information File) VF**

Vertical files are located in the filing cabinet opposite circulation desk next to reference section. Collection of clippings from newspapers and magazines, and pamphlets on current information are kept in these files. Please return the files to the filing cabinet when you are finished with them. Materials can be borrowed overnight.

### **Current Periodicals – (Magazines)**

To be used in the library. Found on the magazine stands opposite the circulation desk. (*MacLean's, National Geographic, People, etc.*)

### **Newspapers**

Today's issue of *The Guardian* is found on the circulation desk. The issues for the week are in the wire rack next to the encyclopaedias.

### **French Collection (Fr)**

A collection of fiction, non-fiction and reference books written in French is located across the back wall behind the non-fiction stacks.

## **Koha – Search the Library Catalogue**

The Koha icon is under the student menu on the network. Click on the icon and a box will appear allowing a “simple search”. Using Advanced Search sets limits on the search and can sort results according to certain criteria. A helpful aid that appears with the results window is a display suggesting search topics. Availability of resources is noted.

## **Library Computers**

The two computers next to the stacks are for searching Koha.

Eight computers in the lab are available with teacher-librarian permission.

Eight computers in the classroom are available only to students under teacher supervision. Use sign in sheets.

## Online Research Databases

Visit the school website ([www.edu.pe.ca/rural](http://www.edu.pe.ca/rural)) and click on the **Library** link or **Students** to access the following:

- ✚ Universalis (French Britannica Encyclopaedia)
- ✚ Science On-Line (Facts on File)
- ✚ Opposing Viewpoints Research Centre (Gale)
- ✚ Student Resource Center (Gale)
- ✚ 87 eBooks

### Also online:

- ✚ EBSCO
- ✚ Links to online resources and research writing aids

## Photocopier

A coin operated photocopier is available for student usage. It is located in front of the computer lab. 15 cents per copy.

## Fire Drill

Once out the door, turn right and go down the stairs and out the front door. Alarm will sound if Emergency Exit is opened.

## Assistance

If you can not locate resources or need help with research, ask for the librarian's assistance. Student library monitors are available at lunch time.

**Do not re-shelf material. Place on available carts or table next to stacks.**