

## INFORMATION ABOUT THE LIBRARY

**Q:** When is the library open?

**A:** The library is open from 7:15 until 3:30 every day except Thursday. Thursday it opens at 9:25 (except for regular start Thursdays), and closes at 3:30. It is open during both lunches with an appropriate pass.

**Q:** Do I need a pass to come to the library?

**A:** You do need a pass to come to the library during school hours -- 7:40 to 2:11 (9:45 to 2:35 on Thursday). Even during lunch you must have a pass.

**Q:** How can I check out books?

**A:** To check out books you need your name, student ID#, or your student ID card.

**Q:** How many books may I check out at one time?

**A:** You may have up to 3 books out at one time.

**Q:** How long may I keep the books?

**A:** Books check out for two weeks at a time. We stamp the date they are due on a "date due slip" in the book to help you remember. If you are not finished after two weeks, you can usually renew the book for another two weeks. However, please bring it in and let us know you need to keep it longer.

**Q:** What if I don't turn my book in on time?

**A:** If you keep your book too long, we do not charge you a fine the way the public library does. However, if you lose or damage the book, you will have to pay for it. The cost could be as little as \$5.00 or more than \$20.00 for each book. Be careful not to leave your book somewhere. When you return it, be sure to put it in the book return box or watch someone check it in for you.

**Q:** Where do I return my books?

**A:** There is a book return box right by the check out counter. Just ask the librarian or the TAs to show you where it is. If we are not too busy, you may also ask a TA or the librarian to check your books in for you while you wait.

**Q:** How do I know what books the library has and how can I find them?

**A:** You can look up books in the library catalog which is available on the three computers in the back of the room. You can search by title, author, subject, plus a few other ways. If you have never used the library catalog before, just ask us for help. We will be happy to show you how it works. The shelves have labels as to what kinds of books are on them are.

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**Q:** How can I find AR books in my reading level?

**A:** Most of the AR books have colored dots on them that identify them as AR books and tell the general reading level. Each of these books should also have an "AR label" that shows the exact reading level and the number of points the books is worth. There are AR books all over the library -- in every subject area, as well as stories. There is a chart by the check out counter that shows the color dot for each level.

**Q:** May I use the computers in the library?

**A:** Yes you may use the computers. During school hours, you must have an appropriate pass from your teacher stating what you are to use the computer for. Remember that we can check to see what sites you have been using on the computer. If you go to inappropriate sites or don't do what you are supposed to do, you may lose the privilege of using the computers. After school, the computers are only available until the CAPS program comes in. If you wish to be able to use the computers longer, you must sign up for CAPS.