

Welcome to West Orange-Stark High School Library

The library is the materials center for our campus. It contains books, magazines, newspapers, and a variety of VHS tapes, and DVDs (teacher check-out only).

This self-guided tour will familiarize you with the location of some of this library's resources and services. The tour also explains procedures for locating and borrowing books, using magazines, and newspapers. The tour will not eliminate the need to consult the library staff for help in locating and using specific materials, but it should make you feel more comfortable in the library and help you get acquainted.

Library Information for Students

Hours: The library is open from 7:45 a.m. to 4:00 p.m. Monday through Friday.

Circulation: Books (up to three) may be checked out for a period of two weeks and may be renewed for two additional weeks if needed.

Overdue Books: A fine of 10¢ per school day will be charged. Overdue books must be returned and fines paid before other books may be checked out.

Lost Books: The replacement cost of a book is charged when a book is lost.

Non-Circulating Material: Magazines and reference materials must be used in the library.

Photocopying: A copy machine is available for student use in the library at a charge of 10¢ per page. It is the student's responsibility to pay for all copies that are made. The library must use this money to purchase ink cartridges and paper for the copiers.

Rules:

- A library pass will be required for all students during the entire school day, including before school and during lunch.
- Students must sign in/out at the circulation desk when entering the library.
- Only three students per class are allowed in the library each period without teacher supervision.
- All students with library passes will sit in areas specified by the librarian so they will not interfere with classes that are scheduled.
- **No food, drinks, candy or gum will be allowed in the library.**
- **No students are allowed behind the circulation desk (with the exception of student library aides.**
- The library is available for reading, studying, or working on research. There is to be no excessive noise that will disturb others who are working and studying.

Circulation Desk: All materials must be checked out here and must be returned here for proper checking out and returning. Books may also be returned in the **Book Drop** in the hall outside the library.

Catalog Stations: These stations are to be used only to search the library for material or to check your library record. These stations will not access the Internet.

Non-Fiction: Non-fiction books are located on the shelves in the center of the library and are arranged on the shelves according to the Dewey Decimal Classification System. The general classifications are as follows:

000	General Works
100	Philosophy
200	Religion
300	Social Sciences
400	Languages
500	Pure Science
600	Applied Technology
700	The Arts and Recreation
800	Literature and Poetry
900	Geography and History

Fiction: Works of fiction are arranged in alphabetical order by the author's last name. A *F* or *FIC* will appear above the first three letters of the author's last name. For example, a F KIN or FIC KIN will appear on the spine label of a book for a fiction work by Stephen King.

Story Collection: The Story Collection follows the Fiction Section. The books are shelved by the author's last name. A *SC* will appear above the first three letters of the author's last name.

920: The collective biography section follows the *Story Collection* and contains books that are about more than one person, such as a book about our presidents. They are shelved according to the author's last name. A *920* will appear above the first three letters of the author's last name.

Biography: The biographies are stored in the back of the library and are shelved by the person's last name. An example would be a book about Michael Jordan would have B JOR or BIO JOR on the spine of the book.

New Arrivals: The new books will be placed on a cart on the side of the Circulation Desk. A list will also appear on the *Reading Lists* tab on the Catalog, and on the Library Web Page.

Computer Research: There are 15 computers available for student use. They are to be used for educational research. Classes that reserve the computers will receive priority

over students who come to the library with teacher passes. The library subscribes to EBSCO (<http://search.ebscohost.com>) for student/faculty research from school or home. The username and password can be obtained from the librarian. Printing costs 10¢ a page for black and white or .15¢ a page for color.

Periodical Room: The library keeps back issues of most magazines for five years, as space permits. These stacks of magazines are “closed” to students, but students may request magazines by filling out a request with the name and date of the magazine. Blank paper slips are located at the Reader’s Guide table in the Reference Section of the library.

Current Magazine: The recent issues of our magazines are located in the shelves in the Reference Section of the library. These magazines are for use in the library.

Newspaper: The current issue of *The Orange Leader*, *The Beaumont Enterprise*, and *USA Today* are available for use in the library.

Encyclopedias: Several sets of encyclopedias are located in the Reference Section. They are to be used in the library.

Reference Collection: Our reference collection is located near the front entrance to the library. You will find dictionaries, encyclopedias, atlases, almanacs, and other reference materials. The reference books are arranged in the same order as books in the Non-Fiction Collection, using the Dewey Decimal Classification System. Reference books should be used in the library.

Atlas Stand: This stand contains a collection of atlases which are also part of the Reference Section and are non-circulating material.