

Welcome  
to the  
DHS Media  
Center

# Hours

- Open 7:15 am to 3:15 pm Monday through Friday (including late-start Tuesdays)
- Available during lunch for reading and quiet study (eat before you come in)
- Must have a signed note from a teacher to use during class time (may not be available)
- You may NOT be in the library during class time if you have **HOME RELEASE** or **RELEASED TIME**.

# Checking Out Books

- Use your student number to check out (lunch #)
- Card catalog computers to help you find a book
- **Book limit: FIVE** books per student
- **Check out period: FOUR** weeks (3 day grace period)
- You may NOT check out books if you have a fine
- Books may be renewed **online** from anywhere
  - User name: **student #** (lunch #)
  - Password: **PIN**

# Returning Books

- Book Drop slot—south side of Circulation Desk
  - Please put books here if the library is **open** 😊
- Book Drop slot—outside main library doors
  - Please put books here if the library is **closed** 😊

# Fines and Lost Books

- FINE of \$.25 per day, per item
- Return books and allow us to make appropriate adjustments **BEFORE** you pay fines.
- If your books are 60+ days late. You will owe the cost of the book, plus a \$2 processing fee.
- Fines can be paid in the main office or online. Bring us a copy of your receipt to expedite clearing your library account.

# Computers

- **Must follow District Acceptable Use Agreement**
- NO GAMES!
- Flash drives are permitted (don't forget them)
- Can print up to 10 pages per day, use print-preview and get permission before you print large documents
- Failure to follow computer rules will result in loss of computer privileges.

# Other Services: Copying & Printing

- Photocopies of printed materials can be made for \$.10 a page
- If you print more than 10 pages per day, there may be a \$.10 per page charge (permission before you print)

# Taboo!

- NO food or drinks in the library (only water)
- There is a water fountain for your convenience (south end)





# What is a “Media Center?”

- Collection of resources
  - Books
  - Computers
  - Internet
  - Databases
  - Audiobooks
  - Play Aways
  - OverDrive

- Organized to help patrons find the things they need/want
  - Different parts organized in different ways
  - Learn the organization to find what you need
  - Similarities across libraries
  - Some differences

# Library Organization

# Call Number

- The “address” of the book
- Combination of numbers/letters
- Must have this to find a book



# Major Sections

(permanent signs)

- Fiction (FIC)
  - Curve closest to the window
  - Alphabetical by author's last name
- Non-Fiction (000-999)
  - Curve closest to the computers
  - Numerically by Dewey number (subjects)
- Biography (BIO 92)
  - South end of library
  - Alphabetical by subject's last name
- Reference (REF)
  - Cannot be checked out (expensive, sets)
  - Online alternative
  - Numerically by Dewey number (subjects)

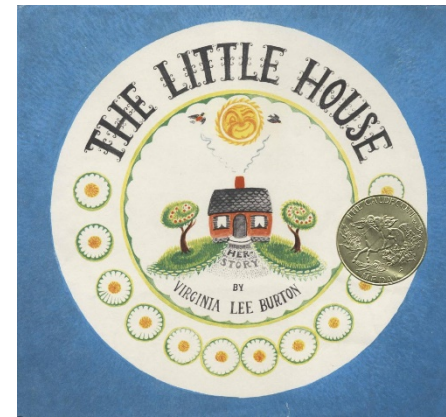
# Smaller Sections

(temporary signs)

- Oversized books (OV)
  - Fiction & Non-Fiction
- Graphic novels (GRA)
  - Fiction & Non-Fiction



- Audio books (CD & Playaway) (REC)
  - Fiction & Non-Fiction
- Picture books (E FIC)
  - Fiction & Non-Fiction



# Online “Section”—OverDrive

- Fiction, Non-Fiction
- E-books, Audiobooks
- Easy search
- Holds & requests
- Any device
- Log-In
  - Username: student #
  - Password: PIN

The logo for OverDrive, featuring the word "OverDrive" in a blue, italicized sans-serif font with a registered trademark symbol (®) to the upper right of the "e".

*OverDrive*®