

# Library Orientation FAQs 2023-2024

## When can I be in the library?

- Before school: 8:30-9:12am
- At Lunch: After you are released to the blacktop from the lunch tables.
- After school: For 15 minutes after the bell.
- During the school day with teacher permission, and with a pass.
- Can this schedule change? Yes. Listen to the bulletin for closure notification and look for signs posted on the door.

## Where do I enter the library?

Students enter and exit the library through the **blacktop entrance**. Remember to sign in when you enter the library before school and at lunch. At the end of lunch, students can exit through the media center door but only after the bell rings.

## What can I do in the library?

Quietly look for a book, read, study, complete homework, work on projects, draw in a sketch book or get help with your Chromebook. You can also charge your Chromebook in the library. Other quiet activities may be available for check-out with your school ID card (puzzles, chess, etc.). Availability of these items will vary.

## Where can I sit?

Students can sit in any open chair. There is no floor sitting, lap sitting or moving the chairs or tables. If you need to charge your Chromebook, sit at the big black table in the center of the library.

## What are the Library Rules?

- **Be productive.** Read something. Study something. Do classwork or homework.
- **Be responsible.** You can be asked to leave the library for improper behavior or horseplay.
- **Be quiet.** Quiet voices at all times to be respectful of others as they study or read.
- **Consume food outside.** No food is allowed at any time. Water is always OK in a bottle with a lid. No soda cans, no Starbucks, etc.
- **Cell phones are off and away during school hours** (including lunch). No use at all without permission of the librarian. Phones can be confiscated. Note: Cell phones are OK before or after school if they are in silent mode, calls are taken outside, and headphones are used for music or videos.

## How many books can I check out and for how long?

Two books can be checked out at a time for up to two weeks. Books can be renewed one time for another 2 weeks. You don't even have to have the book with you to come in and renew your book!

**Are there late fees?**

Yes. Late fees are 10 cents per day but there is a 4-day grace period. Make sure to get your book returned or renewed within 4 school days of the due date. On day 5, you will owe 50 cents. It can add up quickly so be on time with your books! Plus, you won't be able to check out anything else until your fine is paid.

**The library is closed. How do I return a book?**

Have no fear. There is a book return slot in the wall inside the media center. It is next to room 319 (The library office). Just put your library book through the slot.

**Can I just browse the library for a book?**

Yes! Use a red place marker to mark the spot of the book that you want to look at so you can put it back if you do not want it.

**How can I search for a specific book?**

Use the library search computer. You can search by title, author, subject, keyword, or series name. There is scratch paper there to write down the location of your book (call #)

**How do I find the book that I looked up in the search computer?**

Look on the screen for the call #. There are three main types of books in our library:

- **FIC is for fiction books** in the center of the library, organized by author last name.
- **Nonfiction books** have a call number with numbers followed by 3 letters. These books are located around the outside of the library and organized by the Dewey Decimal system.
- **Graphic Novels** are on the display wall and they have the letter GN followed by the first 3 letters of the authors last name.
- **Story Collection** books are books full of short stories. They are behind the reference and picture book sections near the tables.

FIC  
MAR

122.3  
MAR

GN  
MAR

SC  
MAR

**Can I print assignments in the library?**

Yes. You must share the document you created to the librarian's email address and pay a fee. Note: Pictures should be pasted onto a document and sized before being shared for printing.

Share your document from anywhere on campus or from home to: [Jeanne\\_Sexton@chino.k12.ca.us](mailto:Jeanne_Sexton@chino.k12.ca.us)

- 25 cents for black and white (1-3 pages for 25 cents)
- 50 cents per page for color

**Where do I go for help?** See the librarian or a library TA at the circulation desk for help anytime!