

# WELCOME TO THE LIBRARY!

## GENERAL INFORMATION

- Hours: 7:30 am – 3:30 pm Monday through Friday
- Don't disturb others
- Clean up after yourself
- Beverages must be in closed top containers - no open cans
- **Return furniture to where it belongs and push your chair in**
- Place recyclables in container provided at front of library
- Enter and exit through front doors

## CIRCULATION DESK

- **Sign in / sign out - EXTREMELY IMPORTANT** – pass required
- Book checkout and return
- **3 week** checkout - maximum of 4 books at one time
- Late fines are 10 cents a day – 10 day grace period - Max fine is \$2.00
- Overdue notices and fine notices will be emailed every Friday
- Contact Mr. Leech if you owe a fine

## BOOK COLLECTION

### **Fiction**

- Alphabetical order by **author's last name – label will say “F” followed by first 3 letters**
- Labels posted at ends of shelves
- Series labels on shelf
  - o Series shelved before other books by author
  - o Orange dots label series/number

### **Non-fiction**

- Shelved according to **Dewey Decimal System – label will have a number**

000	General Knowledge	500	Science
100	Philosophy and Psychology	600	Technology
200	Religion	700	Arts and Recreation
300	Social Studies	800	Literature
400	Languages	900	History and Geography

- Poster provided on wall for reference
- Category / sub-category labels on shelf

**New Books**

- Fiction and non-fiction
- Tell Mr. Leech or Mrs. DeLisle if there is a title you would like to order

**Rosies**

- List contains synopsis of this year's selections
- Read and vote at end of school year

**AP / Honors**

- List posted
- Some copies also shelved in general fiction

**Magazines / Newspapers**

- Current issue in binder – previous issues underneath
- **DO NOT** cut out articles – ask for older issues

**Reference**

- Encyclopedias, etc.
- Limited check out time

**Oversized**

- Both fiction and non-fiction

**Other Collections**

- Graphic novels
- Story Collections
- Juvenile
- Reading Development
- Yearbooks

**Overflow**

- In side room and Mrs. DeLisle's office
- Contains extra copies of books

**PLEASE DO NOT RE-SHELVE BOOKS.**  
**PLACE ON TOP OF SHELVES OR ON**  
**TABLES.**

## **OTHER AREAS**

### **Distance Learning Lab**

- Available for use as long as a class is not using it
- Exit from **front** doors

### **Ellison Room**

- Check with Mrs. DeLisle or Mr. Leech the first time you use the room
- Provide your own construction paper
- Center die front to back – pull handle **ONCE**
- **Clean up after yourself** – save useable paper / recycle scrap
- **Replace dies in proper places with labels facing out**
- Middle school dies available – see Mr. Leech or Mrs. DeLisle

### **Conference Room**

- Do not disturb conferences

## **ID CARDS**

- Replacements available in Mrs. DeLisle's office
- \$5.00 if you need it immediately - 1 week wait time otherwise

## **Chromebooks**

- Destiny search - **[destiny.sunmandearborn.k12.in.us](http://destiny.sunmandearborn.k12.in.us)**
  - o Can search according to:
    - § Title
    - § Author
    - § Subject
    - § Key Word
    - § Series

- To find if a book is available, where it is located, or how many AR points it is worth
  - § Click **Details**
  - § Click **See All**
    - AP/English Honors
    - Graphic Novels
    - ISS
    - Juvenile
    - New Books
    - Overflow
    - Reading Development
    - Reference
    - Rosie
    - Story Collections
    - Study Hall

**ALWAYS DO A DETAILS AND SEE ALL SEARCH BEFORE ATTEMPTING TO LOCATE A BOOK ON THE SHELVES.**

- Can use limiters at bottom to search according to reading level or AR points
- **Remember:**
  - § **Fiction** – label will say “F” followed by first 3 letters of author’s LAST name
  - § **Non-fiction** – label will have a number
- Destiny Discover
  - Prettier graphics but not tied to East Central collection as closely as Destiny
- Online Renewal and Book Request Form
  - Join class on Google Classroom
  - Requested books will be delivered to English classroom
  - Renewal request can be placed online