

TRI-NORTH MIDDLE
LIBRARY MEDIA
CENTER



There's no better place to learn

TRI-NORTH MIDDLE SCHOOL LIBRARY MEDIA CENTER

ORGANIZATION OF TRI-NORTH LIBRARY



Personnel

Your library is staffed by a professional, certified library media educator who is trained to assist you with your information needs. She will be happy to help you in using the library. Also, there is one part-time library aide.

Circulation Desk

The large desk with the book return built in is the circulation desk. This is where library materials are checked out. It will be manned by student aides and parent volunteers.

Reference Desk

The reference desk is located across from the circulation desk. This serves as an information center. The librarian will be available at this desk whenever possible to assist with questions and research projects and to help you select books for leisure reading.

Card Catalog

The card catalog is located on the computers in the center of the library. Use the “Library Catalog” icon to access the computerized card catalog. You may search for materials by author, title, or subject.

Books

Fiction books are filed on the shelf in alphabetical order by the first three letters of the author’s last name. Fiction is located on either side of the windows straight in from the library entrance. **Non-fiction** books are assigned a catalog number (Dewey Decimal) by a librarian according to their subject(s) and are filed by this number on the shelf. Non-fiction books are located to the far left side of the library. All books may be accessed by subject, author, and title. **Most** books **circulate** for **three weeks** and can be renewed if not reserved for someone.

Reference Books

Reference books are located in the two-sided cases straight in from the entrance and continue to the left. These books are designated in the card catalog by an “R” or “Ref” preceding the call number. **Reference books** may be circulated **overnight only**.

Magazines (Periodicals)

Current issues of magazines are kept on slanted shelving to the right of the card catalog. They are changed as new issues arrive. Back issues may be borrowed **overnight only**.

Information Files

Information files are cabinets located in the left corner just inside the entrance to the library. They contain materials in the form of pamphlets, reprints, brochures, articles, and pictures that are filed alphabetically by subject. Information file materials may be borrowed **overnight only**.

Newspapers

Current newspapers are placed on wooden stick holders and hung on the rack located at the end of the bookshelves near the index table.

New Book Shelf

After new books have been processed, they are placed on bookshelves and displays to enable students and faculty to see the new books available. New books may be borrowed for normal time periods.

Audio-Visual

Audio-visual materials consist of DVDs, videotapes, audiotapes, filmstrips, recordings, laser disks, and transparencies. These materials are available upon request at the circulation desk. The card catalog lists audio-visual materials by title and subject.

Reserve Books

Books may be reserved by teachers for their students' use. These books are shelved on carts near the library office or in other marked areas. No overnight checkout is allowed unless the reserving teacher approves. Students may reserve books by asking at the circulation desk.

Equipment

Audio-Visual equipment can be checked out for use in the library or in the classroom; however, classroom use **MUST** be approved by the librarian and the student's classroom teacher if he/she will be affected.

Computers

Computer databases are available for student use. They are located between the index table and clock. Internet permission slips must be turned into the school office before you use the internet. **If you come without your classroom teacher to use the internet, you must have an internet pass explaining what topic you will be researching and let the library staff know that your teacher wants you to use the internet. No personal e-mail sending or retrieving is allowed. Computers are for school related use only.**

Hours

Students may use the library between 7:30 a.m. and 3:00 p.m. unless otherwise posted on the library doors.



From classes

All students, when not accompanied by their teacher, must have passes signed by their teachers in their agenda book. When entering the library the pass must be shown to the library staff. Students who have a pass allowing them to leave the library before the period ends must notify the library staff before they leave.

Guidelines

School rules apply in the library media center. Keep the following guidelines in mind:

1. For easy access to reference materials, students are expected to either reshelve those materials or return them to the circulation desk.
2. Students will show respect for one another, library materials, and furniture. **Chairs MUST be kept flat on the floor to avoid damaging them.**
3. To provide optimum care of library materials, food or drinks are restricted in the library.

Loan Periods

Return books by the date stamped on the date due card in the book. **Return overnight material before first period the following morning.** Students may borrow up to five items at a time.

Overdue Materials

Students will be notified of any overdue material. No overdue fines are charged for late return; however, if materials are not returned in a reasonable amount of time, the library will take steps to notify and charge the student for the entire cost of replacing the overdue item.

Photocopying

Photocopying is available to students for a fee of \$.10 per copy. Change is not available, so please bring your own nickels, dimes, and quarters.

We hope this information helps you use the library. If you need help, ASK for it. If we do not know the answer, we will find it! Good luck to you at Tri-North.

