Library Orientation

Library Updates on Twitter @milbylibrary

Milby High Library Staff

Mrs. Verdin, MLS

Librarian

- Bachelor of Science in Education
- Masters in Library & Information Studies
- Started teaching in 1996
- Librarian since 2007
- Librarian at Milby since 2009
- Oversees daily operations in the library
- Textbook coordinator
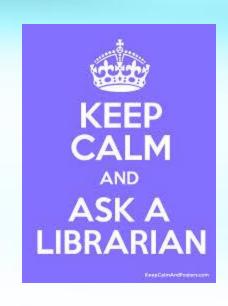- Name that Book Club, Manga Club and Peace Club Sponsor

Milby High Library Staff

Librarian and Library Workers are available to help you.

We are able and willing to assist you in your needs – just let us know!

Ask your questions on Twitter: @ milbylibrary

Orientation Objectives

What will you learn today?

1. Library policies and procedure

2. Student expectations

3. How to find resources

- AASL Standards: 1.1.9; 1.3.3;1.3.4; 3.2.2; 3.2.3

Library Hours

Milby HS Library

1601 Broadway Houston TX 77012

713.928.7418

Twitter Library updates@milbylibrary

Monday – Friday

8:00 am – 4:30 pm

What is a Library?

li·brar·y *n. pl.* **li·brar·ies**

A place in which literary and artistic materials, such as books, periodicals, newspapers, pamphlets, prints, records, and tapes, are kept for reading, reference, or lending.

A place where we can read, have fun, collaborate with other students, hold meetings, get book suggestions, and meet people with similar interests.

General Policies

- ID is required during school hours
  - Use of computers and/or library
  - To check out books
- All students must sign in using their IDs
- You must have a library permit during school hours
- Library Lunch Pass required during lunch

Areas of the Library

Circulation/Café area

Reference

Computer Lab

Fiction

Whole group instructional area

Nonfiction

Comfortable reading area

Professional area

General Policies – Computer lab

How students use the computers:

- Computer use is a privilege.

  Follow all computer use rules so that you will not lose your privilege.

- Search for library materials

  www.houstonisd.org/milby → Students → Library → Online Catalog

- Search internet for class projects

- All work done during the school day MUST be school related

General Policies – Computer lab

- No messaging or downloading of games or unapproved videos

- DO NOT change the computer's configuration

   That includes changes to the desktop background

- Educational games ONLY

   Must have teacher/librarian approval; even during lunch

- Do not save anything on the computers

   Send files to yourself as an email attachment

- Failure to comply will result in disciplinary action and your computer privileges revoked.

General Policies – Computer lab

Printing:

- Please refrain from printing anything not related to your classes

- Printing is free while with your class

- Printing is 5 cents per page

- DO NOT print entire website

    Cut & paste the portion needed on a Word document then print

Academic Integrity

Academic integrity means honesty and responsibility in scholarship.

Students and teachers must obey rules of honest scholarship which means that all school work should result from an individual's own efforts.

Intellectual contributions from others must be acknowledged.

Give credit, where credit is due. When in doubt, CITE everything!

Academic Integrity

What is Plagiarism?

Plagiarism is using others' ideas and/or words without clearly acknowledging the source of that information.

Intentional - copying or purchasing papers from an online source

Unintentional - failing to give credit for an author's ideas that you have paraphrased or summarized in your own words

How to avoid plagiarism:

http://owl.english.purdue.edu/owl/resource/589/02/

General Policies

- No food or drinks

  Except in the café area

- Work quietly

- Follow all school rules

- Return books in the reshelving cart

  When you are done using books, DO NOT put them back on the shelves or leave books on the tables. Place them on the reshelving cart.

General Policies

- Please DO NOT connect your devices (phones, iPods, tablets) to computers or play loud music ; failure to comply might result in your phone being confiscated.

- Be courteous and respectful

  Behave properly so that you will not lose your library privileges

- Put materials away when finished

Check out Policies

- You can borrow up to 8 books
- Books are checked out for two weeks
  Avoid fines by renewing your book
- Videos and DVDs are for teacher check out only
- Magazines and reference materials are to be used in the library only

Fines & Fees

- Fines are set at 5 cents per school day. Due dates are stamped on the return card in the back of the book.

- The student who checked out the book/s is responsible for returning the book/s on time.

- We forgive fines during Library Fees Amnesty week (coinciding with National Library Week) or Food for Fines campaign (during Souper Bowl of Caring month)

Fines & Fees

- Students are responsible for books checked out.

- Damage means the books must be repaired or replaced due to missing barcodes, writing, graffiti, water damage, etc.

- Students are charged the replacement cost when the book/s is/are damaged. Students must also pay for lost books.

- Not all books checked out are in great condition. If you notice an issue with the book, please let the librarian know.

Printing & Copying Policies

- Please do not use copy machines. Ask library workers to make your copies

- Copies are $.05 per page

- Printing is free only when your entire class and teacher is with you; otherwise printing is $.05 per page

Sections of the Library

- Fiction

- Non Fiction

- Reference

- Story Collection

- Professional

Classification of Books

Fiction

- A story that is made up by the author; may be inspired by real events

- Fiction books are arranged in alphabetical order by the author's last name.

- Left side of library

FIC
MYE

Fiction

first 3 letters of last author's name

Classification of Books

- Story Collection

    A book that contains several stories

    SC

    POE

Classification of Books

- Professional Collection

    Resources for teachers

PRO

811.2

CAL

Classification of Books

Reference

- Dictionaries, encyclopedias, atlases, biography guides are found in Reference.

- They are available for use in the library only -- not to be checked out.

- Reference section is located on the wall under the mural of the buffaloes.

REF

923

COL

Classification of Books

Non-fiction

- Books containing facts about real people, things, events and places.

- Nonfiction books are organized by subject.

- Call numbers (found on spine of book) range from 0-999 and have the first 3 letters of the author's last name.

- Right side of the library

Dewey Decimal Classification System

- Melville Dewey

- Gives order to filing and locating books

- Arranged by subject

- 10 groups

Dewey Decimal Classification

- 000   - Generalities
- 100   - Philosophy & Psychology
- 200   - Religion
- 300   - Social Sciences
- 400   - Languages

Dewey Decimal Classification

- 500   - Natural Sciences/ Mathmatics
- 600   - Technology (Applied Sciences)
- 700   - Arts/Recreation
- 800   - Literature
- 900   - History/Geographies
- 920   - Multiple Biographies
- 921   - Biographies of individuals

Where would you find these call numbers in the library?

FIC
AUS

338.2
HEY

REF
811.12
COL

SC
POE

PRO
101.6
MCC

921
KIN

How do I find books that are available in the library?

Use the Online Public Access Catalog or OPAC or simply the Online Catalog (Alexandria Researcher)

OPAC is an online database of materials held by a library or group of libraries. Library patrons search a library catalog to locate books and other material available at a library.

Why use the online catalog?

- A card catalog is a physical listing of all of the contents of a library - organized with a single card for each item in the library.

Don't panic! We no longer have card catalogs!

Online Catalog

www.houstonisd.org/milby

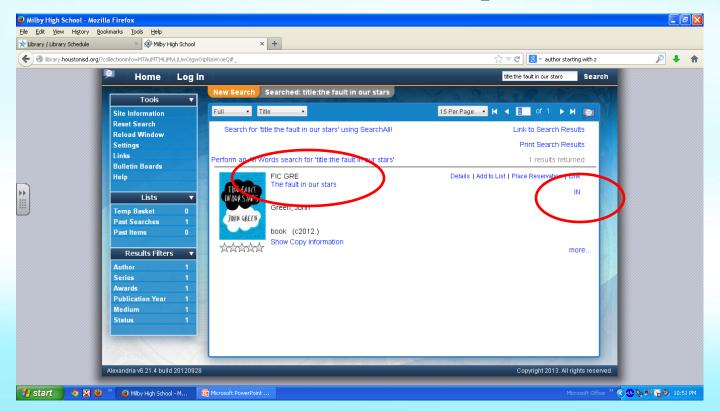 → Students → Library → Online Catalog

www.hisdlibraryservices.org

You can search by title, author, or subject

Online catalog

Look at the call number and status
Click on the title to see details – description, subject,
publisher information, number of copies, etc.

What are Online Resources anyway?

HISD online databases

- subscription databases

- paid for by the district each year to support research and provide information to students, teachers, and parents

- Resources include: journal/magazine articles, maps, encyclopedias, e-books, test preparation materials, primary source documents, timelines, recommended educational websites, streaming video, and many other types of resources

How can I access them?

- Available 24/7 from school or home

- From school: http://www.hisdlibraryservices.org on the left side, look for the link to HISD Online Resources

- From www.houstonisd.org/milby

  Students → Library → HISD Online Resources

- There are also several links to the HISD Online Resources on the HISD portal. Bookmark the site on each computer you use for research. One easy to locate access point is found by clicking Students & Parents tab of the HISD homepage. Look at the right side of the screen, under the Helpful Information, a link to the Online Resources can be found.

HISD Online Resources

- Access from home:

  User name and password required

- user name is **houstonisd**

- Password is **astros**

Why not just have kids "Google it"?

- The Internet is full of wonderful information; however, it can be overwhelming and confusing for young researchers.

- Students need to evaluate websites and look for bias or points of view.

- Contrary to popular folklore, all information is not on the web. Some of the "best" and most authoritative information is on the invisible web and that is the world of online subscription databases.

- Part of the college bound culture is to teach students to use this type of resource well.

Evaluating Websites

- Questions to ask:

1. Is this a personal website or a commercial one?

2. Who created the website?

Note: Even sophisticated high school students often "don't get" web evaluation. It is easy for students to be overwhelmed by data if they don't know techniques like Boolean searching to target their Internet searches.