



# Welcome to the Library Media Center



# What do we have?

Your school library has four major types of print materials:

## Fiction

Novels, Story Collections, Easy Fiction, Spanish Language Fiction

## Non-fiction

Information books, Biographies

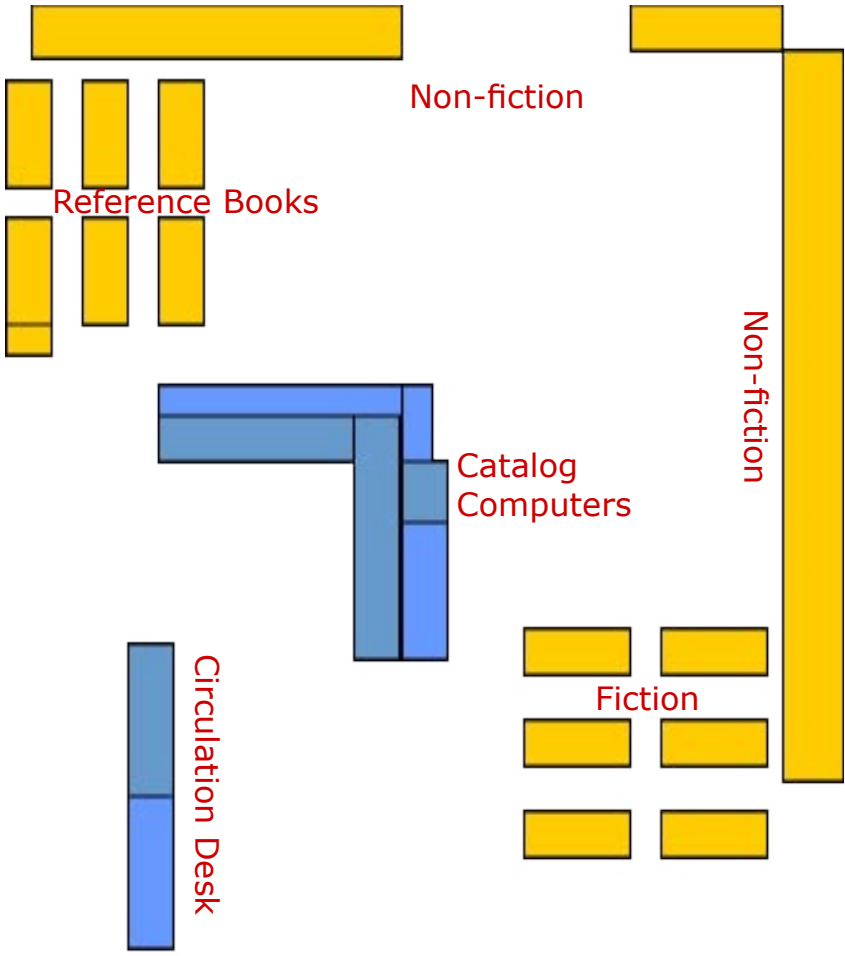
## Reference Books

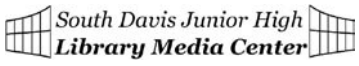
Encyclopedias, Atlases, Dictionaries, Chronologies

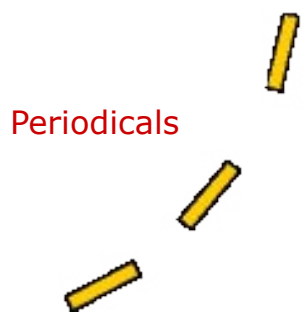
## Periodicals

Magazines





 South Davis Junior High  
Library Media Center



## How do I find what I need?

1. Use the catalog to find the book's "Call Number."
2. Go to the proper section of the library (Fiction, Non-fiction, or Reference).
3. Find the Call number on the spine of the book.



### Hints:

A. Fiction books are shelved alphabetically by the author's last name.

B. Non-fiction books are shelved numerically by Dewey number.

C. Reference books are labeled "Ref" followed by the Dewey number.

## How do I check it out?

1. Take your selection to the circulation desk.
2. Present your ID card and the book to the person at the desk. (If you don't have an ID card you can give your Student ID number).
3. After the book is scanned, it will be returned to you and you are ready to go.



### Remember:

- A. Return the book on time.
- B. Return the book in good condition.
- C. If you need more time to finish a book, bring it in and ask to “renew” your checkout. Be sure to do this BEFORE the book is late.

# Frequently Asked Questions

**Q: When is the Library Open?**

**A:** The Library Media Center opens at 7:50 a.m. and closes at 3:10 p.m. We are not open after school on Fridays due to teacher meetings.

**Q: Is the library open during lunch time?**

**A:** The library is generally open at lunch unless a 5th period class is scheduled in the library that day.





**Q: How long may I keep a book?**

**A: Fifteen days (This does not count weekends or school holidays).**

**Q: How many books may I have at a time?**

**A: You may have up to 3 books checked out at the same time.**

**Q: What is the fine for late books?**

**A: There is a fine of 10 cents a day for each late book.**

**Q: What happens if I lose a book?**

**A: You will be charged a fine equal to the cost of the book plus any late fine that has accrued up until the day you report the book is lost. If you lose a book, be sure to report it as soon as possible.**