

OCEANSIDE HIGH SCHOOL LIBRARY MEDIA CENTER HANDBOOK

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**Oceanside
High School
Library Media Center**

The OHS Library Media Center is a place where preparation for the future begins through adventure, discovery and learning.

Library Media Specialists:

Rita Kaikow
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Staff:

Jean DiLeonardo
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Diane Cascino • Liz Schaeffer

PRINT materials can be found in the Main Library.

NON-PRINT (AUDIO-VISUAL) materials are housed in the Media Center.

TECHNOLOGY to help access, select, process and present information is available throughout the Library Media Center.

THE FUTURE IS NOW!

Students may use the Library Media Center before and after school and during unassigned periods as space permits.

Hours: 7:30 AM to 4:00 PM. Changes will be posted

All students must have an OHS ID Card to borrow materials.

Students sent from study hall or class must have a pass from their subject teacher which verifies the need for use of Library Media Center resources.

REMEMBER -- The Library Media Specialists want to help you.
All you need to do is ask.

INTRODUCTION

POLICIES AND PROCEDURES

WHAT CAN YOU FIND IN THE OHS LIBRARY?

ELECTRONIC DOORWAY -- KEYS TO INFORMATION

PRINT - HOW TO LOCATE INFORMATION - NON-PRINT

LIBRARY RULES AND REGULATIONS

1. All school rules and regulations as outlined in the student handbook will be observed.
2. Students will enter the Library Media Center quietly.
3. No food or drink is permitted in the Library Media Center.
4. Students will proceed to the space assigned in a quiet manner.
5. Students will respect each other and Library staff. They will do what is asked in a spirit of cooperation to insure an atmosphere suitable to study, reading, the research process and the quest for knowledge.
6. Students will respect the Library Media equipment.
7. Students will not use profanity, vulgar or antisocial language, signs or gestures. There will be no shoving, pushing or horseplay.

Students who cannot/will not observe the above regulations will have their library privileges suspended. Failure to comply with Level 2 and 3 violations as outlined in the student handbook will be referred to the Deans.

You are the future.
Your education is our mission and the hope for a better world.
Help us help you.

CIRCULATION PROCEDURES

- **MATERIALS** must be signed out at the Circulation Desk using your OHS ID CARD.
- **RENEWALS** - ON (OR EVEN BEFORE) DUE DATE. Materials must be with you to be renewed.
- **RETURNS** - Bring To the Circulation Desk ON (OR EVEN BEFORE) DUE DATE.
- **FINES** - We do not charge fines for late materials.
- **OVERDUE NOTICES** - sent to those forgetful few who neglect to take advantage of our Renewal Policy. **FAILURE** to return materials in a timely fashion will result in disciplinary action.
- **REPLACEMENT COST** - a lost book can be replaced with an exact copy, or you will be charged the current cost.

LOAN PERIODS

Books - 2 weeks
Reserve - 1 week or overnight
Pamphlets - one week

Reference books,
Magazines & Newspapers
may not be taken out.

Speak to the librarians about
exceptions to these rules.

RETURN BORROWED MATERIALS WHEN THEY ARE NO LONGER NEEDED!

POLICIES AND PROCEDURES

WHAT CAN YOU FIND IN THE OHS LIBRARY?

ELECTRONIC DOORWAY -- KEYS TO INFORMATION

INFORMATION RESOURCES

- **AUDIOVISUAL MATERIALS.** Can be found in the Media Center and located through the OPAC.
- **BOOKS.** We have all kinds of books. They can be located through the OPAC.
- **CAREER RESOURCES.** Information on careers, includes books, pamphlets and college catalogs.
- **PERIODICALS.** Magazines and newspapers are available in hard-copy (the “real thing”). Articles can be found through print or electronic indexes.
- **OPAC** (On-line Public Access Catalog). Computerized listing of all the books and audiovisual material in the Library, located in the Reference Area.
- **TELECOMMUNICATION.** Access to information outside our Library.
(See KEYS TO INFORMATION.)

OTHER RESOURCES

- **PHOTOCOPIER.** Located in Main Library, cost per copy is listed.
- **CLASSROOM** Provide space for library related assignments and other activities.
- **STUDY CARRELS.** Main Library. Independent study only.
- **READING AREA.** Main Library. Easy chairs for quiet reading.

**ADDITIONAL RESOURCES AND FACILITIES ARE AVAILABLE FOR STUDENT NEEDS
IN THE RESOURCE CENTERS, COMPUTER LABS AND GUIDANCE CENTER.**

BECOME A LIBRARY VOLUNTEER

Help us to help you!

Speak to a Library Media Specialist for more information.

WHAT CAN YOU FIND IN THE OHS LIBRARY?

TO FIND BOOKS:

1. Check the **OPAC**. Determine the location code of the book.
2. Check the **SHELVES**.
3. Check the **BOOK TRUCKS**. Located near the Circulation Desk.
4. Put the book on **RESERVE**. You'll be notified when the book you want is returned. (Please inform us if you no longer need it)
5. **ASK for HELP**. Books and other materials can be obtained through **INTER-LIBRARY LOAN**.

GIVEN ENOUGH TIME, BOOKS AND OTHER MATERIALS CAN BE OBTAINED FROM OTHER LIBRARIES!

TO FIND PERIODICALS:

1. Check the electronic and print resources in the **INDEX** area of the Library. They will lead you to articles in magazines, newspapers, etc.
2. Check **LIST** at the Circulation Desk for the periodical titles held by the Library in print or microfilm/microfiche.
3. Check the **MAGAZINE SHELVES** for many current magazine issues. Back issues can be obtained at the Circulation Desk, or in microform in the Media Center.
4. Check the **CIRCULATION DESK** for Current issues of the New York Times, Newsday, USA Today and local papers. Back issues are in Microform in the Media Center.
5. Submit a **REQUEST SLIP** at the Circulation Desk for the periodical you require.
6. **ALL** periodicals requested from the Library must be returned to the Circulation Desk.

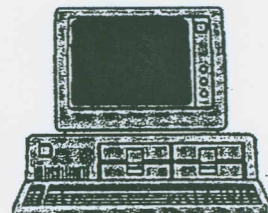
PLEASE FEEL FREE TO ASK FOR HELP AT ANY TIME!

PRINT - HOW TO LOCATE INFORMATION - NON-PRINT



OPAC - ON-LINE PUBLIC ACCESS CATALOG

[OPAC = automated card catalog + much, much more!!!]



The OPAC is a computerized database of all the titles in the Library's print and nonprint collection. You can quickly search for information by entering single words, names, phrases, etc., in subject, author and/or title fields.

HERE'S HOW IT WORKS

- a. Type in search terms related to your topic in the SUBJECT, TITLE or AUTHOR field, and press ENTER to see a list of citations that match your search.

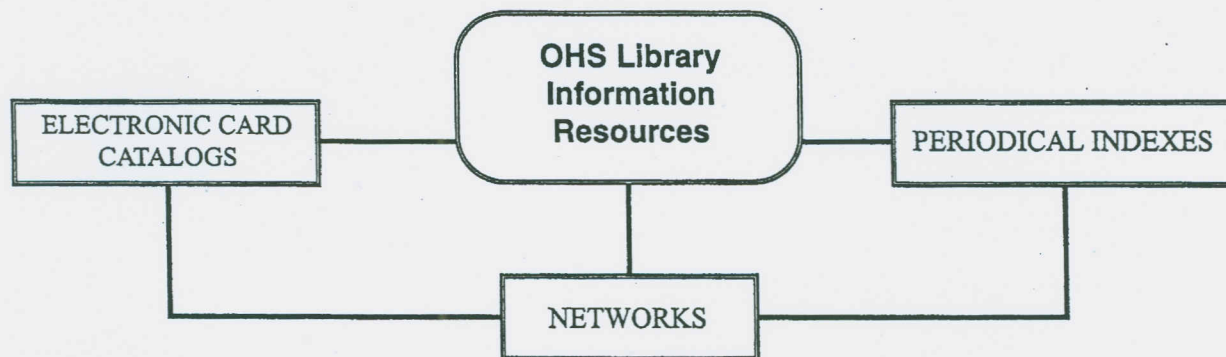
NOTE: You can use TRUNCATION if you are not sure of the spelling of your term, or the exact term you are looking for. Type part of the word followed by an * to locate all entries that begin with that word. Example: Child* will retrieve citations containing the terms: Child, Children, Childhood, etc.

NOTE: You can narrow your search by combining subject terms. Example: Child Education (this will give the same results as Child and Education). This is a simple form of BOOLEAN SEARCHING.

- b. Always MARK (TAG) the records you want to print. It saves time and paper.
- c. Print your MARKED (TAGGED) records. Note the location of the information, by checking the CLASSIFICATION on the left side of the record.

TELECOMMUNICATION

Telecommunication expands the scope of the library beyond the walls of the school. The Library has access to the collections of approximately 180 school libraries through the regional database maintained by the Nassau School Library System, and Inter-Library Loan. Other networks provide access to current information from magazines; newspapers; newscasts; photos; etc., discussion forums, online databases, university library collections and more.



Go To the Oceanside High School webpage and click the *Library Resources* link. If you are asked for a unique ID, *Students* must enter XG57 followed by their 9 digit ID #, whereas *Faculty & Staff* must use their OHS Library card code.

ELECTRONIC DOORWAY -- KEYS TO INFORMATION

THE FOLLOWING CODES ARE USED TO IDENTIFY AND INDICATE THE LOCATION OF MATERIALS IN THE LIBRARY.

000-999 - NON-FICTION BOOKS. Arranged by Dewey Decimal classification.

B - BIOGRAPHY AND AUTOBIOGRAPHY. Arranged alphabetically by the subject's last name.

BC - BIOGRAPHY COLLECTIONS. Arranged alphabetically by the author's last name. (Biographies that are in the Reference area are shelved under REF 920)

F - FICTION. Books are arranged alphabetically by the author's last name.

SC - SHORT STORY COLLECTION. Arranged alphabetically by the author's last name or book title.

REF - REFERENCE. Arranged by Dewey classification in the Reference sections.

CA - CAREER AREA Includes books and pamphlets, arranged by Dewey Decimal Classification.

FSC - FORENSIC SCIENCE COLLECTION.

MC - MEDIA CENTER. Audiovisual materials, arranged by Dewey Decimal Classification.

VIEW - VIEWPOINTS.

10 Major Subject Areas DEWEY DECIMAL SYSTEM

This is a brief summary of the classification system used in this library.

- 1) 000-999 General Information, publishing, encyclopedias
- 2) 100-199 Philosophy, ethics, logic, parapsychology
- 3) 200-299 Religions, ancient and modern
- 4) 300-399 Social Sciences and folklore
- 5) 400-499 Languages and their study
- 6) 500-599 Pure Sciences ("-ologies")
- 7) 600-699 Applied Sciences and Technology
- 8) 700-799 The Arts in all varieties
- 9) 800-899 Literature in all its forms
- 10) 900-999 Geography, history, biography

