Welcome to the BEST Middle School Media Center

This orientation will let you know:

**Who** you need to ask for help.

**When** you can come to the library.

**What** you need to do to come to the media center.

**Where** you can find things in the media center.

**How** you check things out of the media center.
Who:

- Dr. Williams is the Media Specialist.
- Dr. Ponder, Media Specialist (HS)
- Mr. Mullins is the media clerk.
When:

Library Hours for Students are:

Monday – Friday

8:30 – 3:15

- You may come individually during the school day only if you have a purpose for being here (you must have your planner signed by your teacher to enter).

- Your teacher may sign up to bring the entire class to check out books or work on an assignment.
Students must have a pass to come to the media center or be with a teacher. When you come into the media center you need to sign-in and let the assistant see your pass.
If you are coming in to use the computers you must **sign-in** and write the number of the computer you are using.

Computer numbers can be found on the top right-hand side of the computer.
What do we have here?

- You can use the computers for research on the Internet or for word processing;
- You can look up information in reference books;
- You can read books or magazines or newspapers;
Where are the Reference Books?
Where are the newspapers and magazines?
Where can you sit and read?
Where are the books to check out?
Not exactly! How are books arranged on the shelf?

- Fiction?
- in alphabetical order by author’s last name.

Non-fiction?
by Dewey Decimal System
(that means in numerical order by the book’s subject).
Where can you do research?
Look for the **Call Number** on the spine of the book.

**Fiction** - books that are stories that aren’t true.

**Non-Fiction** - books that are true.

**Reference** - books that you use to look up information, but that are not checked out of the library.
How do you find out if the Media Center has the book you want?

This is what you use to find out what the media center has and where it can be found. You may search at home or school.

http://www2.youseemore.com/AtlantaPS/school.asp?branch=3060

You may search:

1. LSE
2. Classic Catalog
How do you check books out?
Checking out books and magazines

- You need to know your name.
- You are able to check out circulating books (not reference or magazines).
- You may check out two books at a time.
- You may check items out for two weeks.
- Don’t let your books become overdue.
- You will not be allowed to check out books if you currently have books checked out.
What do **PIGS** have to do with the library media center?

Well, we have to have some rules.
Here are the rules:
1) Enter and work quietly and respect the right of others to an environment where they can study.
2) Food, drink, candy, gum, and electronic devices are not allowed.
3) Handle materials and resources carefully.
4) Clean up after yourself.
5) Do not let anyone borrow your book.
6) Do not check out a book for someone else.
7) Do not give your book to someone else to return.

• You will receive one warning concerning behavior and will then be asked to return to your class.
What we have learned?

- **Who** to ask for help.
- **When** you can come to the library.
- **What** you can find and do here.
- **Where** to find what you need.
- **How** to check items out.
Cartoons used in this presentation are from the *New Yorker* magazine—the magazine with the best cartoons about books and reading.

Dr. Williams, Media Specialist
Goodbye!

We are glad you came to visit the media center today, and look forward to having you back again.