# The Library 

"Books are the quietest and most constant kind of friends; they are the most accessible and wisest of counselor, and the most patient of teachers."

Charles W. Eliot

What is Media?


## Library Media

# Journal 

- Print
- Books
- Newspapers
- Magazines
- Non-print
- Safari Montage
- Internet
- Overdrive



## We Want You To Come In...

## But Remember...

## Library Rules

- Treat people and materials with respect.
- No Food, Candy, Gum or Drinks in the Library.
- Talk quietly or whisper. No loud, disruptive conversations. Electronic devices are to be muted or headphones used.
- Chairs are to pushed in when leaving. All 4 feet must remain on the floor. Couches, chairs, and tables are to be used appropriately. Students are not to sit on the student tables.
- Books should be returned to their proper locations.
- The Library is not a hallway, do not pass through.
- Computer rules are to be followed.

Remember: Coming to the library is a privilege. Please help everyone have a good experience in the library!

## Library Hours and Evacuation Information:

## Hours

- Before and After School
- Open at 7:45, Close at 3:15 (M,T,Th,F)
- Open at 9:40, Close at 3:15 (W)
- Lunchtime
- Depends on teacher use
- Doors locked when 5 minutes of lunch remain.
- Watch for the Open/Closed Signs by the office.
- During Class (If available)
- You must have a hall pass/library pass to come during your classes!


## Fire Drill/Evacuation Procedure

During a drill; students are to leave the building through the nearest exit. Students are then to proceed to the east field with their teacher. If an evacuation occurs during lunch; students are to exit the building and meet up with their last teacher ( $3^{\text {rd }}$ or $7^{\text {th }}$ period teacher).


# How to Check out a book and other library procedures... 

## Check-out Procedures

- Circulation (Check-out Desk)
- ID cards (Barcode Scanner)
- 2 week check-out (1 renewal is usually possible)
- Overdue notices are sent by email monthly.
- Fines accrue at the rate of $\$ .10$ per day for overdue books and unpaid fines are not removed from your account until paid.
- Up to 5 total books allowed
- Periodicals are available for use in the library.
- Reference Books are available for use in the library.
- Photocopies can be requested for school projects only!
- Check-in books at the drop box located in the circulation desk.


## Logging into the Library Catalog: "Destiny Discover

 Two Log-in options1) Log-in Name: Student ID \# and Password: Pin \# 2) SSO (easiest Way)

## Searching the Library Catalog

- Students now use "Destiny Discover" to search for materials. "Destiny Discover" is a very visual site.

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Recently Added Books


Popular Titles


## Searching the Library Catalog

- Destiny Discover relies on a general search tool. Search using the following"
- Title
- Author
- Topic

Search


## CJH Library Map \& Organization



Biographies (1) Catalog Ipads Periodicals (3) Book Drop Box (4) Nonfiction Books (5)
Reference Section (6) Fiction Books (7)
Circulation Desk (8 Book Cart (9)
AP Study Materials (0)
Student Computers*

## OVERDRIVE SORA

## Discover your next great read

## Sora

## CHECK IT OUT

## How to Log-in to overdrive SORA:

 Through the App:LLog-in Name: student username (or full DSD email)
Password: Pin \#

## How to Log-in to overdrive SORA: To Read Online

-Log in through your district Office 365 Account.
Listed as one of the "more apps"
-Very easy to do this way!

## UTAH'S ONLINE LIBRARY

- State Owned Online Database.
- Free to UTAH Students and Educators
- Direct Access from school, password required at home.
- Excellent Research Site that allows for narrower, more specific searches.



## Utah's Online Library

## Utah’s Online Library Database

 2021-2022
# Log-In Information: Ask Mr. Dart or Your Teacher 

http://onlinelibrary.utah.gov

## Your Library

This library is for use $\&$ benefit of the entire Centerville Jr. High community of students, faculty, \& staff. Careful use of the materials \& equipment is necessary to ensure the benefits for all of us.

Care for it together - Enjoy it together. It belongs to all of us!

Remember: Coming to the library is a privilege. Please help everyone have a good experience in the library!

