

LSS Library



Grade 8 Orientation

Langley Secondary School Library

Hours: 8:15 a.m.



3:30 p.m.

Lunch: Open at Lunch every day

Staff: Mr. Beaudry - Teacher-Librarian

Langley Secondary School Library

BORROWING INFORMATION

- Most materials are on loan for 2 weeks.
- Some (such as vertical files) go out for 3 days.
- Sometimes we limit resources for a particular assignment to overnight loan so that everyone can use them.
- Other materials (such as reference and magazines) are for library use only.



**REMEMBER TO RETURN ALL
MATERIALS ON THEIR DUE DATE!**

Langley Secondary School Library

RULES

- Respect the right of others to study quietly (no games, loud discussions, etc. - find another space).
- Bring a permission slip signed by a teacher and **GIVE IT TO THE LIBRARY STAFF** as you enter the library, unless you are with your class.
- You may *not* borrow anything from the library if you have overdues.****
- Until we get updated pictures on our system, new students, including grade 8's, need their official timetables to borrow material.

Langley Secondary School Library

RULES

- Return books you've used but are not signing out to the wooden box.
- File magazines and encyclopedias back on the shelves after in-library use.
- For lost or damaged books, you will be charged the current replacement cost. If you *know* you have lost a book, it is a good idea to let us know and pay for it so that you can continue to borrow other items. If the book is found, your money is refunded.
- The photocopier is coin operated. Copies are 10 cents. Ask for help if you want large paper.



Langley Secondary School Library

Computer network access

- Computers are for educational use only. No games or chat. No personal e-mail. You can get a school e-mail account through the LSS First Class system for school-related work.
- Every student must have an Acceptable Use Form signed and handed in order to use the computers. This is considered a contract and you lose your privileges if you break the agreement.
- Each student must use their own log-in. Do not share your password.

Langley Secondary School Library

Saving your files

- Our school computers are protected with a security program. When the computers are shut down each night, everything is reset and any information saved to each computer workstation is wiped out.
- However, you have a “user folder” of your own on the network that only you can access because it is available only through your log-on.
- You can save everything you need into your user folder and then it will be accessible from any computer workstation in the school.
- Find the folder under “My Computer” in the drive marked: STUDENT on schoolsvr-01 (G:)

Langley Secondary School Library

Printing

- All students receive a *one-time* credit of 20 free pages of printing that are accessible through their password-protected account.
- After you use up your 20 free pages, you must:
 - go and pay \$5.00 in the main office
 - get a receipt from the secretary
 - bring the receipt to Ms. Hewitt & you will get credit added to your account.
- \$5.00 gives you 100 pages of printing.

Langley Secondary School Library

NEWSPAPERS AND MAGAZINES

- These are available for in-library use.
- The Province, The Sun and the Globe & Mail newspapers are available daily.
- Back issues of newspapers are available for clipping before they get recycled.
- Magazines are located in the boxes by the circulation desk (they are in alphabetical order).
- Databases for magazines and papers are on-line.
- We do not have magazines for cutting up.



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ORGANIZATION

- Reference
- Non-fiction by Dewey number
- Fiction (French and English) by author's last name
- Vertical File
- Back issues of magazines.
- Supplies you can borrow

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SEARCHING

- Accessible from all computers, but to avoid having to log-on, try to use the “Book Search” station.
- Click on the **OPAC** icon.



- Searchable by **Keyword, Author, Title, Subject, Series, Power or Call Number.**

Langley Secondary School Library


SEARCHING

- Type in the Search Term first, and then click on the type of search you would like to do.

 OPAC: Langley Secondary School

File Search Tools Help




Enter search term then click button:

 Keyword	 Title	 Author	 Subject	 Series	 Call Number	 Power	 Bookbag	 Help
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SEARCHING

- If it has a number beside it there is more than one resource.

Subject Search: mythology	
Subject	
	Mythologie.
2	Mythologie classique.
2	Mythologie classique - Dictionnaires
14	Mythology
	Mythology - British Columbia.
	Mythology - Collected works.
2	Mythology--Dictionaries
2	Mythology--Encyclopedias.

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SEARCHING

- Click on the title of the book to get more information

Title Information	
TITLE:	Myth and the mountains
AUTHOR:	Langlois, W. J.
SERIES:	Sound heritage series Vol. 5, no. 3.
PUBLISHED:	Victoria Provincial Archives of B.C. 1976.
DESCRIPTION:	45 p. : illus.
NOTES:	mths, stories and poetry of British Columbia's history.
SUBJECT:	British Columbia - History - 1871-
SUBJECT:	Canadian mythology.
SUBJECT:	Indians of North America - British Columbia - Religion
SUBJECT:	Mythology - British Columbia.
SUBJECT:	Oral history.

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And finally... Ask for help!

- I have been a languages teacher and teacher-librarian for over 20 years. I can provide:
 - help with assignments and questions
 - suggestions to help with your online searching
 - various handouts such as bibliography forms & graphic organizers
 - recommendations for good books to read. (If there's one you think we should have in our library, come and tell me!)

