

WHAT YOU NEED TO KNOW ABOUT YOUR LIBRARY

NAME _____

- 1) What is the librarian's name? _____
- 2) What is the library assistant's name? _____
- 3) When is the library open? _____

CHECKOUT

4) What must you have with you in order to check out a book, magazine, etc.? _____

What is the length of checkout for each one of these?

- 5) Books _____
- 6) Magazines _____
- 7) Audiovisual _____
- 8) Reference _____

- 9) What can you do if an item you really want is checked out? _____
- 10) Can an item be renewed if you need it longer? _____

RETURN

- 11) Where can you find the due date in a book that you checked out? _____
- 12) When and where are overdue notices handed out? _____
- 13) If an item is overdue, how much is the fine per day for MTHS items? _____
- 14) How can you avoid paying a fine for an overdue item? _____

- 15) If you owe a fine, what can you do in order to pay just half of it? _____
- 16) What happens if you ignore overdue notices for more than three weeks? _____
- 17) What is the charge for most lost or damaged items? _____

SHORT BREAK—Answer the following **two** questions during this short break:

- 18) What is the title of the best book you ever read, OR who is your favorite author?

- 19) If you were choosing a book to read just for fun, what kind would it be (nonfiction, romance, science fiction, mystery, sports, horror, adventure, suspense, fantasy, fiction about real-life issues, etc.)?

MORE THAN JUST WHAT'S ON OUR SHELVES

20) Can a book be borrowed through interlibrary loan? _____

21) What program could you sign up for that would allow you to borrow ebooks and audiobooks to access on devices like iPads and cell phones? _____

FICTION

22) How is this section arranged? _____

23) There is a laptop computer on a table as you enter the fiction section—what can you use that laptop to watch? _____

24) If a book has a number under the call number on the spine, what does that mean?

25) What can be found by the window in the fiction section? _____

BIOGRAPHY

26) How is this section arranged? _____

NONFICTION

27) How is this section arranged? _____

AND...

28) What does it cost to have something copied for school? _____

29) What does it cost to have something copied if it isn't for school? _____

30) One last (but very important) question--what should you do if you have problems finding what you need?

Library web page—access to booklists, book trailers, the library catalog (*Destiny*), subscription databases, *NoodleTools*, and more