

Getting in the library without getting into trouble :)

When can you visit the library?

- ⇒ You may enter the library before school, after school, or during lunchtime without a pass.
- ⇒ Whenever you enter the library, you need to scan your ID at the counter.
- ⇒ During class times, you need a pass from your teacher to visit the library.

What are the library rules?

- ⇒ No eating or drinking in the library (water is OK).
- ⇒ No talking on cell phones. You can use them for other stuff though.
- ⇒ If you are in the library, you are working, reading, researching, not hanging out. If you want to hang out, go outside.

GO TO THE BOOKSTORE (NOT THE LIBRARY) FOR:

ID's Paying class fees
Textbooks Paying athletic fees
PE Uniforms

The bookstore is NOT the library.

Hours:
Monday—Friday
7:10-3:20
Closed after early



The library website has stuff you need.



www.whslibrary.info

- ◆ Check your grades at **StudentVue**
- ◆ Use **MyBigCampus**
- ◆ Access your school **email** account and Sky-Drive
- ◆ Download **e-books**
- ◆ Check the library catalog
- ◆ Access **project pages** for specific classes
- ◆ Do **research** using the databases
(password=knight)
- ◆ Find information on **college and careers**

Library Staff:

Dr. Michele Mosco—Library Specialist
Mrs. Terry Curran—Library Clerk



10850 W. Garden Lakes Parkway Avondale, AZ 85392 (623) 478-4625

**A Guide to the
Library for
New Students**

Getting Stuff

Library Cards

Your school ID card is your library card. You must wear it when you are on campus at all times. You also need to scan it when you enter the library if you are not with your teacher.

Circulation

- 3 book/magazine limit
- 15 school day check-out period
- The due date is stamped on a “date due” slip inside the book.
- If you are not finished with it by the due date, please bring it back to the library and we will renew it for you.
- After a book is late for 20 school days, it will be marked as “lost” and you will have to pay the replacement cost of the book. You do not want to do this so make sure to RENEW it if you are still reading it.
- You are responsible for damage to books you check out.
- If you owe the library any books, you cannot check out anything. (You can use e-books though).

E-Books

- We have e-books that you can download to your device. Go to the library website and click on the link.
- Use your student login and your ID# for the password.

Forget your password?

- Ask any of the library staff to reset your password. You will have to give them your ID so make sure you have it.

If You Need to Use a Computer

- ⇒ Whenever you come into the library without your teacher, scan your ID at the counter. If it is during class time, stop at the library desk to give your pass to whoever is at the counter. You can pick it up when you leave.
- ⇒ Non-educational games may not be accessed while on campus.
- ⇒ You may only be doing schoolwork on the computer.
- ⇒ We can monitor what you are doing on the computers from the circulation desk. We see everything.

How can you print something in the library?

- ⇒ You may print a reasonable amount of black and white pages. If you need to print multiple copies of something for a class, print ONE copy and take it to the desk so that we can copy it on the fast copier. DO NOT send more than one copy to the Library 4345 printer.
- ⇒ Printing in color costs \$1.00 per page. Ask how to do this at the counter.

How can you use a document from home?

- ⇒ Save it either to a flash drive/USB, your SkyDrive, etc.
- ⇒ If you do not have Office at home and are not using your Office 365 account, save as “file type” rich text format .rtf
- ⇒ We cannot open Microsoft Works files.

Reading

Even if you don't like to read, sometimes you will need a book for silent reading or a reading project. And, even if you don't believe it, the library staff can help you find a book you will like.

The library also has suggestion lists available to help you find books that you like. They are near the windows on the curved wall. These lists are also on the library website on the *Reading* page.

Even if you hate reading, we can find a book you will want to read. REALLY!

College and Careers

Visit Future Connect

- Don't know what you want to be when you grow up?
 - ⇒ We have books to help you learn about careers.
- Don't know how you are going to pay for college?
 - ⇒ We have books on scholarships.
- Don't know what you need to do know to be able to go to college when you graduate?
 - ⇒ Guess what? We have books and guides to help you.
- College reps visit the library too! Watch for the announcements outside Future Connect.

