

# Welcome To Your Library

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# Media Center

Another word for library

And libraries are full of books and  
other media.

# Fiction Books



- Books that are make-believe, imaginary, and not true.
- They are arranged in alphabetical order by **Authors** last name.

# Non-Fiction Books



- Books that are true, factual, and real –life and myths legends and fairy tales.
- They are arranged in order by the Dewey Decimal System.

# Dewey Decimal System

000 General Knowledge

500 Math and Science

100 Philosophy & Psychology

600 Medicine & Technology

200 Religion and Mythology

700 Arts and Recreation

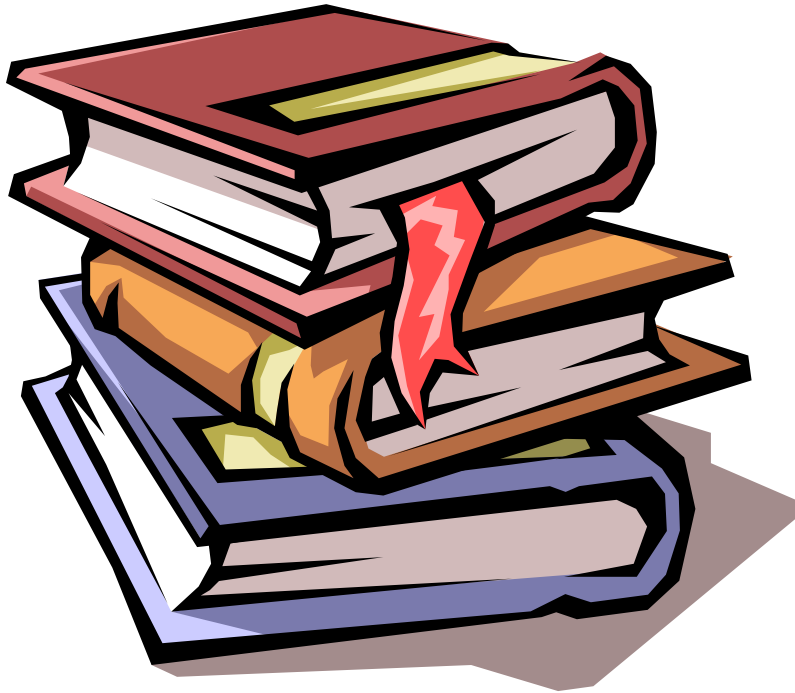
300 Social Science and Folklore

800 Literature

400 Language

900 Geography & History

# Reference Books



- Encyclopedias
- Atlases
- Almanacs
- Dictionaries

We use the Internet for these resources most of the time. It is easier and cheaper to update the web with new information.



# Periodicals

- Newspapers
- Magazines

Periodicals are items that are printed often, and the information in them changes with each printing or edition.

# Caldecott Medal Books

- The Caldecott Medal, established in 1937, is awarded to the **illustrator** of the most distinguished American picture book each year.



# Newbery Medal Books

- The Newbery Medal, established in 1921, is awarded each year to the **author** who has written the best book for **American young people**.

# YOU need to remember to bring

- AR folder with your bar code and the reading logs.
- The book that you have already read and tested.
- Make sure you have shown the teacher your AR SCORE and she has signed your log.
- Make sure to follow classroom procedures for leaving the class.

# Check out procedure

- Use the enter door and put your book on the RETURN DESK
- Get a **shelf Marker**
- Quietly go to the Fiction or Non-Fiction side of the library to choose a book.
- Use the **shelf marker** and be sure to put books back in the correct place.
- Select a book you want to read and make sure that it is **on the correct reading level**.
- And.....

# Check out cont.....

- Line up at the check out station, return your shelf marker
- Use the check out scanner to scan your barcode,
- THEN scan your book,
- THEN scan RESET.
- Wait to make sure that the correct information appears on the monitor
- Exit through the correct door.
- NO SHORT CUTS THROUGH THE LAB

# Book Care Rules

1. Keep books away from food or drinks.
2. Wash hands before reading a book.
3. Take care in using a book and report all damages to the librarian for proper fixing.
4. Use a book mark for saving your place in a book. Never use a pencil as a book mark. Do not turn down pages or turn a book on its 'face.'
5. Keep books dry at all times. On rainy days be sure books are in plastic bags or back packs.
6. Keep books away from babies or pets.

# Things to Remember

- Books should not be kept more than 10 days
- You may only check out **one** book at a time.
- Have clean hands when you come to visit.
- No gum or candy or drinks are allowed while using the media center.
- Take care of your book.
- Only fifth graders may check out the paper back books.

# What **not** to do....

- Tap the bookshelves or tables or people with the shelf marker
- Do not put books in the **WRONG PLACES**- each one has a specific place that it belongs.
- Get loud or run or horseplay
- Disrespect the books or the media center or the librarian and her helpers
- Enter with gum or candy

IF you do.....

YOU WILL BE ASKED TO LEAVE WITHOUT  
CHECKING OUT A BOOK. YOU MAY NOT GET  
TO COME BACK FOR A WHILE ALSO.

Be sure to follow the rules for a safe and happy  
trip to the Media Center!