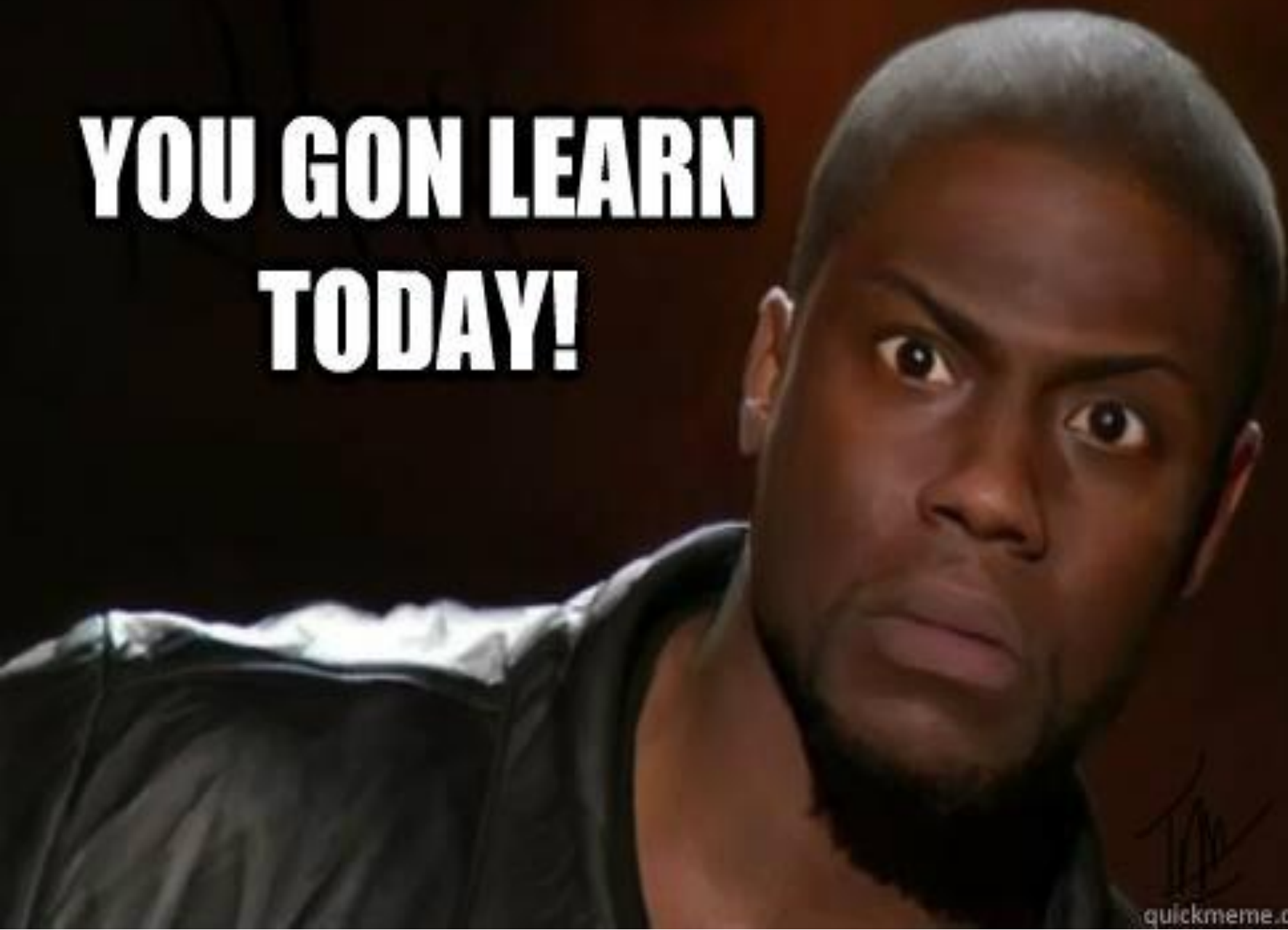




Tarpon Springs Middle School

Media Center Orientation

**YOU GON LEARN
TODAY!**



Welcome Back



- General Information
- DO NOT's
- Do's
- Book Selection
- Checkout Procedures
- DESTINY



General Information

The Media Center is open for book check out during class time.

You can come during class with a pass from your teacher.

The Media Center closes at 4:00 PM for students.



DO NOTS!

- No food or drinks without a screw top. Spilled drinks and food mean ants! Ahh!
- Do not come the first 10 minutes or the last 10 minutes of class. Whether your teacher says it's okay or not, you will be told to come back when it is appropriate.
 - ONLY EXCEPTION is Target Time.
- Do not tear up or damage the books! They are here for you and the other students. If you damage book, it may be taken out of circulation and that's sad for everyone.



DO's

- Return books on their due dates. If you have an overdue book, you cannot check out a new book.
- Take care of TSMS' library books.
- Ask Ms. Ogle for help in finding books or resources for your school assignments.
- Come to the library and enjoy yourself!

Book Selection

- Fiction
- Non-Fiction
- Reading Level Location
- Book Information on back cover
- 5 Finger Rule
- Keeping shelves in order and putting books back.





Shelf Order

- Fiction is shelved by the first 3 letters of the author's last name.
- “PAT” or “MIC”
- If two authors start with the same three letters, you must continue to put the names in alphabetical order.
- “MISser” comes before “MISter”
- Non-Fiction is shelved by numbers.
- 973.56 or 565.4
- Continue with numbers when shelving – 973.5 is before 973.56

Check Out Procedure

Find a book by browsing the stacks. You can check out up to 2 books. Ask Ms. Ogle if you can't find a book.

Bring your book to the circulation desk.

Scan your ID card at the checkout desk. Make sure your picture and name shows up.

Scan your books and drop your ID card in the return basket.

Book is due back two weeks from check out date. You can renew a book twice.

If you want to place a hold on a book, you can log into Destiny via Clever and create a hold on your own.



DESTINY

Sign in to your student account

R2.D2, School Password

DESTINY icon on Clever

Search by Title, Author, Series, subject or keyword.

Put holds on books

Checkout eBooks

The screenshot shows the North Marion Middle School library catalog interface. At the top, there's a navigation bar with 'Home' and 'Catalog' tabs. Below that, a search bar shows 'Library Search > Search Results > "Ghost Beach"'. The main content area features a book cover for 'Ghost Beach' by R.L. Stine, part of the 'Goosebumps' series. The title 'Ghost Beach' is prominently displayed, followed by the author 'R.L. Stine.' and the series name '(Series: Goosebumps)'. Below the title, it shows 'Call #: F ST1' and availability information: 'Local copies available: 1 of 1.' and 'Off-site copies available: 3 of 7. See all...'. A brief synopsis follows: 'Jerry, intent on exploring the dark, spooky old cave he discovered down by the beach, makes a poor choice when he ignores his friends' warnings about the ghost that lives in the cave.' There are navigation buttons for 'Title Details', 'Reviews', and 'Copies'. Below the synopsis, there's a 'Selected List: My List' and an 'Add to this List' button. An 'Explore!' section lists related items: 'Caves -- Fiction', 'Ghost stories', 'Horror fiction', 'Titles by: Stine, R. L.', and 'Series: Goosebumps'. At the bottom, there's a 'Quiz Info' section with 'Accelerated Reader®', 'Quiz Number: 9606EN', and 'Points: 3.0 pts.'.

F PAI = Fiction, PAI

975.6 ONE = Non-Fiction, 975.6 ONE

Look to the right to see if a copy is available, “1 of 2”

If you see “0 of 1” ask Ms. Ogle or Ms. Assmar to hold a copy.