



OHS Library Orientation	Period: _____
Name: _____	Teacher: _____
Learning Goal: By the end of library orientation, you will know:	
1) _____ 2) the library _____, and 3) _____.	

Directions: Pay close attention to the presentation and fill in the blanks. All answers will be in the video.

LIBRARY EXPECTATIONS

- Be _____
- Be _____
- Be _____
- No _____, _____, or _____
- Follow the _____ procedures
- Use your “_____”
- _____ only

LIBRARY SERVICE

1) The Teacher Librarian is _____. It is her job to help you with all your library needs from _____ to _____.

The Library/textbook technician, _____, is also available to answer any questions you may have.

2) The library *opens before school* at _____, _____ through _____, with the exception of a few _____. The library is open *after school* from _____ until _____, _____ through _____. The library closes at _____ on Mondays and Fridays.

3) ALWAYS sign in _____ anytime you enter the library.

When you come to the library during class you must have a _____.

READING

4) FICTION means _____ or _____ stories. Fiction books are shelved _____. Fiction books are organized _____ according to the _____.

5) NON-FICTION means _____ or _____. The NON-Fiction books are organized by their _____ and are shelved _____.

6) Your ID is your passport to _____. You must have an _____ to check out books.

7) For a replacement ID, pay the ASB Bookkeeper, _____. Once you've paid for your ID, take your receipt to _____ in the front office and she will reissue an ID.

8) Books are checked out for _____. After three weeks, you must _____ or return your book.

9) Failure to renew your book could result in a fee—the _____. The library only charges you if you don't _____ (or renew) your book(s).

HOW TO FIND A BOOK

10) Start at the library website, _____. Select the _____ dropdown menu. Then click on _____. You must select _____, since that is the school you attend. Then select _____.

11) You are able to search for books using four options: _____, _____, _____, and _____.

COMPUTERS, BYOD, AND PRINTING

12) In order to login to the OUHSD network, you must have signed and turned in your _____.

13) The library has _____ available to use before, during, and after school.

14) To log in to a desktop computer, your UN is: _____ and your PW is: _____.

If necessary, Mrs. Brickey, Mrs. Breshears (C210) or a teacher can reset your _____.

15) If you are ever prompted to _____, change it to something you will never forget like your _____.

16) To use the OUHSD WiFi, follow these steps: 1) Choose _____, 2) Enter your UN: _____, and 3) PW: _____.

17) In order to _____ on campus, you will need to use a _____ computer (not a Chromebook or BYOD) located in the library or the computer lab. In the library, students get the _____, and every page after that is _____. Images are _____. You can retrieve your papers at the front counter.

ACCESSING ONLINE RESOURCES

18) Start at the library website, _____. Select the _____ button.

19) Select the Gale database you need then enter the password _____, all one word, all lowercase. To browse _____, the online encyclopedia, use the UN: _____.

Other databases, like ProQuest, are also available.

20) Your G Suite account provides cloud-based storage in the _____ and tools such as _____, Slides, Sheets, and _____. Log into Google using StudentID#@oxnardunion.org