



Oxnard High School 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 “ _____ ”

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 at _____, _____ through _____, with the exception of a few _____. The library is open after school for _____ until _____, _____ through _____. The library closes at _____ on _____.

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

ALWAYS sign in _____.

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 _____. No _____, no _____. You must have a _____ 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.

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.

HOW TO FIND A BOOK

10) Start at the _____. Select the _____ tab. Then click _____. Select _____ and _____.

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

COMPUTERS AND PRINTING

12) Beyond Books—The library has _____ available to use before, during, and after school.

13) In order to use one of the library's computers, you must: (1) _____ (2) _____, and (3) _____.

14) Logging onto a computer requires a _____ and _____. Your username is your student _____ number. See your teacher for your _____.

15) You will be prompted to _____. Change it to something you will never forget like your _____. Example: _____.

16) Printing assignments can be costly. Before you print, make sure you ask _____ for permission. Students get the _____, and every page after that is _____. Images are _____. You can retrieve your papers at the front counter.

ACCESSING ONLINE RESOURCES

17) *Gale Databases* - Start at the _____. Select the _____ tab. On the "Home" page, click the _____ button.

18) Select the database you need and enter the password _____—all one word, all lowercase. To browse _____, the online encyclopedia, use the UN: _____ and PW: _____.

19) *Office 365* – Start at the school webpage and click on _____ and then _____. (Use the same Username and Password as when logging into the computer). Your Office 365 account provides tools such as _____ and cloud-based storage in the _____ and includes apps such as _____, Excel, and PowerPoint. *Google* – Your G Suite account provides cloud-based storage in the _____ and tools such as _____, Slides, Sheets, and _____. Log into Google using StudentID#@oxnardunion.org