

Alta Loma High School Library 2019-2020

Library Hours:

Monday - Friday: 7:15am - 3:45pm

Library Etiquette:

- ★ Be productive
- ★ Be respectful of library materials
- ★ Backpacks on the floor
- ★ Be mindful of other library users
- ★ No food or drinks
- ★ Electronic devices may only be used for educational/instructional purposes

Library Contact Info:

- ★ ALHS Library Website:
AltaLomaLibrary.com
 - Online library catalog access, database access, research assistance, book reviews, class projects, etc.
- ★ Text-A-Librarian: 909-276-4756
 - Have an after-hours research question? Start your text with ALHS LIB and we'll text back!
- ★ Follow us on social media!
 - Twitter: @alhs_library
 - Instagram: alhs_library
- ★ Email: altaloma.library@cjuhsd.net

Library Staff:

Ms. Jennifer Thomas -- Teacher Librarian

Mrs. Ann Esqueda -- Library Media Technician

Mrs. Gillian Meisser -- Library Media Technician

Our purpose is to help YOU! Please ask us for help finding a book you want to read, printing and computer questions, and, of course, research. We also have games, puzzles, and arts and crafts in our Makerspace. We host clubs and special events, too! We want to help you find good information, and give you a space to create, learn and collaborate. We look forward to getting to know you!

Digital Resource Access:

★ **Library computer:**

username = LONG ID#@cjuhsd.net ;
password = SHORT ID#PwD

★ **School Google account:**

username = LONG ID#@cjuhsd.net ;
password = SHORT ID#PwD

★ **Searching for credible information? Visit AltaLomaLibrary.com!**

Library Catalog (Destiny Discover)

username = LONG ID#

password = SHORT ID#PwD

Search here for books, ebooks, audiobooks

Databases

On AltaLomaLibrary.com, hover over the Research tab, then click on Database Passwords (to the right of Databases). You must be signed in with your school Google account to access the password list.

These databases contain *credible* information in the form of articles, images, videos, and more! Every item in the database comes with a properly formatted citation and can be annotated and downloaded to your Google Drive! The information in the databases is organized into the most commonly researched topics by high school students. If your teacher asks you to search for information, they're asking you to do *academic research* -- and our databases are a great source for that! Need help using the databases or doing research? Ask the library staff!

ALHS Library Policies

Library Access: To use the library during Periods 1-7, you must show a valid pass from your teacher and sign in at the circulation desk. If you are not working productively, you will be asked to return to class. To visit the library during a free period, you must have a free period sticker on your ID card. Athletes wishing to visit the library during 7th period must have a pass from their coach and must have something to work on.

Printing Policy: You may print in the library before school, during lunch, during Academy, and after school only. You may not print during passing periods -- we do not issue late passes to class. All color printing is 50 cents per page. You are responsible for understanding the printing policies BEFORE you print. If you need help or you don't know how, it is your responsibility to ask the library staff.

- Student-created homework in black ink is free. Slides must be 6 slides per page.
- Other black ink printing is 10 cents per page (25 cents for images). This includes:
 - Personal items (applications, tickets, flyers, etc.) & any multiple copies (including homework).
 - Mistakes & Overprinting. Ask us for help BEFORE you print! Do not hit print multiple times!
 - SchoolLoop items. Please get these from your teacher (handouts, worksheets, notes, etc.).

IDs: Students are required to carry their current 2019-2020 ALHS ID card. A student's own ID card must be in hand (not schedule, picture of ID or ID #) in order to check-out any library book or textbook.

Library books: 2 week check-out; 2 books max. You can renew library books once -- come in or log in to your online library catalog account (<http://library.cjuhds.net>). Locate library books using the CALL NUMBER (on the spine of the book). Search for books on the online library catalog (Destiny Discover). Click on the title of the book for more info: description of the book, the call number, and how many copies we have (and whether or not a copy is currently available).

To locate a book on the shelf:

- **FICTION:** Organized by GENRE and then alphabetically by AUTHOR LAST NAME. The **call number** is **F Last Name**.
- **NONFICTION:** Organized by SUBJECT according to the DEWEY DECIMAL SYSTEM. Each group of 100 represents a different subject (500s are sciences, 900s are history, etc.). The **call number** is a **number followed by the first three letters of the author's last name**. The call numbers are in numerical order -- it's like finding an address.
- **BIOGRAPHY:** Contains both biographies and autobiographies. The **call number** is **BIO Last Name of the person the book is about**. Biographies are found on the table in the computer lab, but will be moved into the nonfiction section later this year.
- **GRAPHIC NOVELS, COMIC BOOKS, and MANGA:** Graphic novels/nonfiction/biographies have a **call number** that **starts with GN** and are on the shelves in the front room of the library. Manga has the **call number *MANGA***. **COMIC BOOKS** have the **call number *COMIC***.
- **AUDIOBOOKS:** We have Playaways (audiobooks on devices) available for check-out at the circulation desk. Digital audiobooks are found in Destiny Discover. They can be checked out by signing in to your online library account.
- **EBOOKS:** Ebooks are found in Destiny Discover. They can be checked out by signing in to your online library account. Some ebooks are multi-user and don't require check-out to access.

Textbooks: YOU are responsible for the location and condition of your textbooks. Textbooks are expensive - most are over \$100 to replace. Please DO NOT leave any books in the gym (or your PE locker), a teacher's classroom, or with a friend. Cover your textbooks. Textbooks are not umbrellas.