

## Library Media Center

### Hours:

**Monday - Thursday: 7:00-3:30**

**First Friday of the Month: 9:15-3:30**

**Other Fridays: 8:15-3:30**

**Minimum Days: 7:00-1:00**

The LMC is open before school, brunch, lunch and after school.

***Students are expected to keep their voices down and respect the rights of other students who work in a quiet atmosphere.***

### General Information

- Computer printouts: 10¢ -per page for black and white, 50¢ - \$1.00 for color.
- Photocopying: 15¢ -per page
- Food, candy and drinks (except water) are not allowed in the Library or Library Foyer.
- Cell phones are not to be used in the Library.



Golden Valley High School Library Media Center  
24051 Robert C. Lee Parkway  
Santa Clarita, CA 91321  
661-298-8140  
Library ext: 1143 or 1146  
Textbooks ext: 1144

## *Golden Valley H.S. Library Media Center*

# Library and Textbook Guide

***The LMC is the place to go  
when you need to know!***

### Library Mission Statement:

**R**esources  
**E**ducation  
**A**dventure  
**D**iversity  
**S**uccess

***... At the Library!***

This mission is accomplished by providing intellectual and physical access to materials in all formats, by providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas, and by working with other educators to design learning strategies to meet the needs of individual students.

Disponible en  
Español



# Welcome

The **Library Media Center** (LMC) has a growing collection of fiction and non-fiction books that support both the high school curriculum and promote reading for pleasure. In addition, the LMC provides on-line research databases and e-books for student access on campus and at home.

**Please visit our library website at:**  
<http://www.goldenvalleylibrary.org/>

## CHECK IT OUT:

- Your Student ID card acts as your library card and is required for all checkouts.
- Maximum of 5 items can be checked out at one time. Titles may be requested and held for 24 hours.
- Loan Periods:
  - Regular fiction and non-fiction—3 weeks
  - Graphic novels and magazines—1 week
  - Select reference items—overnight
- Extended user fee of 10¢ will be charged for books not returned by the due date.
- Students are responsible for lost or damaged library books.

## COMPUTER ACCESS:

- The LMC has 18 PC student computers stations and 16 student laptops connected to the internet. (Student ID required to use laptops in the Library)
- Computers are equipped with Microsoft Office 2003 (home users with Microsoft 2007, please save files as a 2003 or earlier to allow easy opening on student computers at Golden Valley).
- Logging on—Username: 8 digit Student ID # , followed by a period, then the year of graduation i.e. 2012. Password: is set to student birth date (mmddyy) at the beginning of the school year and can be changed at any time by the student.  
 NOTE: Passwords do expire and students need to be aware to change their passwords when prompted at the computer. Please see one of the library staff if there is a difficulty with logging on.
- Library Databases— students wishing to use Library databases off campus:  
<http://www.goldenvalleylibrary.org/> Username: gvstudent Password: grizzlies

## STUDENT EMAIL

- Students have email accounts that can be used both on and off campus.
- Access is located at the GVHS or Library website home page
- Logging on—Username: 8 digit Student ID # Password: set to student birth date (mmddyy) and can be changed at any time by the student. Please see one of the library staff if there is a difficulty with logging on.

Email address: (student ID #) i.e. [12345678@hart.k12.ca.us](mailto:12345678@hart.k12.ca.us)

## GET HELP

- The Library staff is always eager to assist students either in person, by phone or by email. Please do not hesitate to contact us. Please checkout our Library website for more help and information.



## TEXTBOOKS

**DID YOU KNOW THAT GOLDEN VALLEY H.S. LOANS EVERY STUDENT... \$250.00-\$500.00 PER SCHOOL YEAR?**

This is the approximate value of the textbooks each student receives yearly. It is the policy of the William S. Hart School District to charge students for textbook damages and losses that occur while textbooks are checked out to any given student.

- \* A Golden Valley High School ID card is required to obtain all textbooks.
- \* Copies of all current textbooks are available in the LMC for student use.
- \* All lost textbooks are returned to the LMC. Students should check with Library staff if a textbook has been lost to see if it has been turned in.

### **CHECK IT OUT :** You are expected to follow these simple steps **any time you checkout a textbook:**

- Immediately **write your name and the school year on the inside front cover** of each textbook checked out to you.
- Take a few minutes to **leaf through each book and inspect it** for markings (notes, doodles, underlining, highlighting etc.) or damage (torn bindings or pages, stains/wrinkling from liquids etc.). Complete the 'Textbook Damages' form given to you with the textbooks and return to the library **within the first 2 weeks of the checkout date...** **If you need another form please ask!!**
- **COVER YOUR TEXTBOOK!!!**
- **Do not loan your textbooks** to other students.
- **Do not leave your textbook in classrooms or on campus.** You leave textbooks in the classroom **at your own risk**, and **you will be responsible for any loss or damage to the textbook.**
- **It is up to you to bring your textbooks back to the Library when you are done using them and have them checked in by Library staff.** Listen for the Library staff to say your name when the book is checked in so you know that the text checked in was your copy. NOTE: The computer keeps track of which copy (barcode) was checked out to you: checking in a copy that was checked out to someone else clears their record of the book, but not yours... you are still responsible for the copy (barcode) that was checked out to you.

### Return books when:

- The class is no longer using them. (novels checked out as a class, such as: *Lord of the Flies, Of Mice and Men*)
- The class is over.. (quarter /semester classes such as: Health, Economics and Government)
- If you have dropped a class

## FINES

During the year it may be necessary to assess fines to students who have incurred damages to textbooks while checked out in their name. Please visit our Library website for examples of typical fines assigned to textbook damages.

**Please...** if a textbook gets wet...if the cover is splitting... if the barcode is coming off. Bring your book to the library for repair. A possible small fine to repair a bit of damage will be cheaper than if you wait until the problem has become a big expensive one..