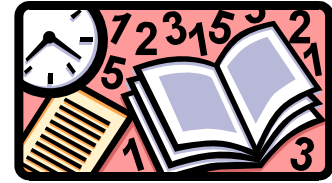
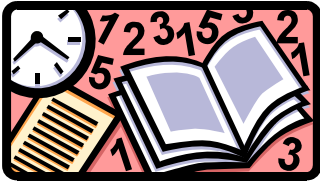


The library is a sacred trust. The collections are treasures which users must respect. Gentle treatment of books, magazines, computers, and other materials insures that future patrons will be able to reuse these materials.



Using the Loma Linda Academy Library

LIBRARY HOURS: 7:30 a.m.-4:30 p.m. Monday-Thursday (1:30 p.m. Friday)

If lights are on, patrons may enter. If lights are not on, patrons should not enter.

Patrons should always talk quietly in the library. They should carefully read the signs on the desks, bookcases, and computers and follow the directions.

If a patron has questions, he/she should quietly ask a librarian for help.

A patron who wishes to check out a book should bring it to the main desk.

Homework is main purpose for the library tables, study carrels, and library computers.

One person studies alone in a study carrel.

One person works alone on his/her task on one computer.

Patrons will not hold continuous conversations in the library.

Patrons who need to go upstairs must ask permission from a librarian.

Patrons who have a group assignment and who need to work together should ask for permission from the librarian. Students may ask to use the upstairs study rooms.

Documents may be saved on the network during the calendar year. Patrons may choose to save documents to a floppy disk, a CD, or to a flash drive/memory stick.

Patrons who print a document should tell the librarian/TA. He/She will retrieve documents and accept the payment of \$.05 per page.

Patrons should log off the computer when finished. Internet or documents should not be left open. The patron should save his/her work to his/her account. The librarian/TA deletes open documents and logs the computer off.

E-mail/personal use is available for **limited** time on three computers on west window wall: lunch = 10 minutes/ after school & study hall = 15 minutes

Personal use of the computers **does not** include computer games.

The electronic catalog is on each computer (see CIRC_CAT 5 electronic catalog icon), allowing searches by author, title, subject, or keyword(s). The student should write the catalog number on a piece of paper before searching the book in the stacks.

The reading area is for reading books, magazines, newspapers, and textbooks, not for writing essays, completing worksheets, or doing math homework.

The library subscribes to five daily newspapers: *USA Today*, *The New York Times*, *The Los Angeles Times*, *The Press-Enterprise*, and *The San Bernardino Sun*.

The library's current 50 magazines are available on the rotating rack. Issues from the previous year are available for research and reading by request. Issues which are not archived are available for pictures/projects for free on shelves near the coffee table and at the west wall table.

The photocopier is a self-serve machine. The librarian will help first-time users, add paper, and clear jams. The charge is \$.10 per page.

Cell phones are on "silent" in the library. The patron should answer his/her phone outside the library. Phone/personal conversations occur outside the library.

Food/drink must be left outside of the library. Water in a capped bottle is the one exception. However, if spilled water damages library materials or equipment, the patron will pay repair.

Chairs belong under tables when they are not being used.

Librarians or library workers will reshelve materials students have finished using.

The library is not locker space. Unattended materials will be removed and placed outside the library doors. Leaving unattended materials on a table or in a study carrel does not save the area for the patron who has left the library. A patron who needs to leave the library for a very brief time should tell a librarian so that his/her materials will not be moved.

During class times (8:10-12:00 & 1:00-2:40), study hall is a class that is held in the library. The librarian will issue a pass to any student who needs to leave the library. The librarian will expect any student, arriving from another place, to present a pass to use the library.

Student visitors will follow the same rules that LLA students follow.