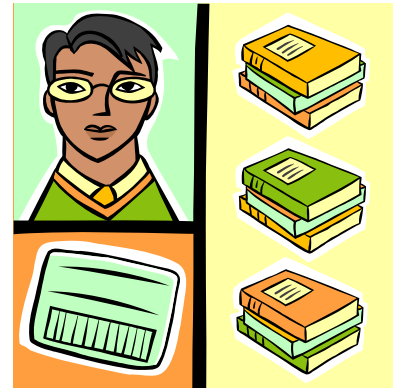


How To Use the Librarian



1. Quietly greet the librarian when you enter the library.
State your purpose in visiting the library.
2. Bring your pass to her when entering the library until 2:20 p.m. (unless you are assigned to a study hall).
3. Ask questions(quietly).
4. Ask if she has an idea about how to search a subject that you are interested in studying.
5. Ask if she has a recommendation of a book to read or how to look for a book that you need or might enjoy.
6. Ask for help using the computer or looking for information on the Internet.
7. Ask for help photocopying if you have not used the machine before or if it jams.
8. Inform her if there is a computer, a website, or a disc is not working properly.
9. Show her something wonderful that you have discovered in the library.
10. **Tell her when you have printed something out or when you want to check out a book.**





Speak quietly

to a librarian;
inform her when

- a) you have printed a document
- b) you want to check out a book
- c) you have a question.

Then you'll get the help you need.

No person will appear without your action.

Answer cell phones OUTSIDE the



library doors



computer print outs

=

5¢ each