



## SCHS Library FAQ's

- **What is my computer password and how can I get the password if I am not on the system?**

Your username is your first name period last name  
Your password is your 4 digit school ID  
Eg. Username Cheryl.Davies  
Password 4111

If your account hasn't been set up, please talk to the library staff and they will arrange for your account to be created. This may take a day or two to set up.
- **How many computers are there in the library?**

We have 30 computers that students can use. In addition, there are three other computer labs in the school, all of which can be signed out for classes. If a student cannot access a computer in the library because none are available, they may go the other labs and ask the teacher permission to use a computer for school work.
- **Can we use the computers to do some research?**

Yes you can....but when a class has booked the computer lab the class takes precedence over spares.
- **Where is the pencil sharpener located?**

They are located beside the emergency exit doors on the east side of the library, near the carrels.
- **Can I borrow....**

We have the following available for lending:  
Glue, scissors, rulers, stencils, felts, pencil crayons.

You must leave collateral to receive these items. We usually ask for your student ID which will be returned to you when the material is returned to us. We ask for the collateral so that we are assured the items are returned to us. We also have cutout boxes of old magazines, catalogues, etc.
- **How many books can I borrow?**

We allow no more than four (4) library books to be signed out to you at any given time. If you have books that are overdue, they must be returned to us before you can get any new material.
- **Can I borrow magazines from the library i.e. the magazines on the display shelves?**

No, they are only available for perusal within the library.
- **Photocopy Machine**

Copies are 10 cents PER SIDE. The library staff will gladly assist you with the photocopying if you are having problems using the machine.

### **Textbooks:**

- **During the term, where do I go to get a textbook, class novel or module?**

Go to the library at the beginning of the block and during lunch time. Have your ID card available. Someone from the library staff will accompany you to the TextBook Room to obtain the material. Students are not allowed to have more than two modules at a time. The TextBook Room is open only on an "as needed basis."

- **What do I do if I lose a textbook (or library book)?**

Go to the library where the staff will give you a printout that includes the cost of the lost material. Bring in a cheque or cash to pay for the item. (Note: You will not be able to take out any other materials nor will you be able to pick up your yearbook until you pay for that item.) Keep the receipt in case you find the item later. As long as it is in the same shape as it was when you signed it out, you will be reimbursed. The same is true at the end of the term/year, if the item turns up you will be reimbursed. The same procedure is followed for library materials that are lost or damaged.

### **General Questions:**

- **Where are the magazine/periodical back issues housed?**

Back issues refer to a collection of current periodicals. Depending on the rate of publication of a periodical, (weekly, monthly, etc.) the number of back issues varies greatly. Back issues are located behind the reference desk. Please check with the Librarian.

- **What is a bibliography?**

Simply put, a bibliography is a list of books, articles, and other sources that pertains to a given subject or author. In terms of literary research, a bibliography is a published listing of primary and secondary sources designed to aid the researcher. There are bibliographies of major authors, of genres, and of types of literature.

- **What is a call Number?**

A call number, like an address for a book, appears on the spine of a library book and is visible to patrons when they browse the library shelves.

- **What is the library catalogue?**

A library catalog is the ordered list of materials the library holds. In the school library classification system or Dewey Decimal System there are ten main categories. These are divided into ten subcategories, which in turn are divided into further subcategories. The more specific the subject of the item is, the longer the number assigned to it.

### **The Dewey Decimal System**

000-099: General works (encyclopedias and similar works)  
100-199: Philosophy and Psychology  
200-299: Religion  
300-399: Social Sciences  
400-499: Languages (including dictionaries)  
500-599: Natural science  
600-699: Applied science  
700-799: Arts  
800-899: Literature  
900-999: History, Geography and Biography .

- **How do I evaluate information found on the web?**

**Milton's Web** of the Milton S. Eisenhower Library, Johns Hopkins University suggests six basic criteria for evaluating all forms of information, <http://milton.mse.jhu.edu:8001/research/education/net.html> :

1. Authorship - the authority of the author
2. Publishing body - has the article undergone some type of screening or peer review
3. Point of view or bias - who is providing the "information", does the web host have a political or philosophical agenda
4. Referral to other sources - is there a bibliography, references to other thoughts and opinions
5. Verifiability - background information, methodology used
6. Currency - document is clearly dated, regular updates are provided if needed

- **What are 'natural language search engines'?**

'Natural language search engines' allow the user to ask questions in plain English, i.e. "What is the average rainfall in Guatemala?" An example of a natural language search engine is "AskJeeves" <http://www.aj.com>

- **What is a meta-search engine?**

Meta-Search Engines allow the user to search several individual search engines at the same time. An example of a Meta-Search engine is "Dogpile" <http://www.dogpile.com>

- **What is a graphics search engine?**

Graphics search engines can help the user find clipart, photographs, multimedia, etc. An example of a graphic search engine is <http://www.altavista.com/>

- **What is Boolean Searching?**

When searching a database, first think of keywords that best describe your topic. Then combine these keywords using Boolean "operators" to broaden or narrow your search.

Boolean logic consists of three logical operators:

- **OR**
- **AND**
- **NOT**

ie. "Alberta" and "education"--to get articles on 'Alberta Education.'  
"Stress" or "anxiety"--to get articles about 'stress' and articles about 'anxiety.'  
"Ducks" not "Anaheim"—to get articles about the animal not the hockey team  
Check out this tutorial <http://www.internettutorials.net/boolean.asp>