



## Library Procedures and Information

(Procedures are subject to change)

**When can I visit the library?** You may visit the library during your flex time and additional open library hours, if permitted by your teacher. The library is currently open during portions of 3<sup>rd</sup> period (every day) and 5<sup>th</sup> period (blue days only).

**How do I search for a book?** Go to <https://ottoeldred.follettdestiny.com> and click on Otto-Eldred High School Library. A desktop short cut is available for the **O-E Library Catalog** from the start menu of a school computer. The link is also available at [oehs.org](http://oehs.org): Go to Programs>Fine Arts> Library Services> Library Catalog.

**May I browse the collection and physically review a book to determine if I am interested?** Yes, but please limit browsing in this way. Please try to utilize the catalog available on your laptop. You may also use a shelf marker when browsing. This way, if you decide you do not want the book, you will know exactly where the book belongs on the shelf.

**May I read in the library?** During open library, you may browse, read, or research on your laptop.

**May I eat in the library?** No

**How many books may I check out?** 1

**How do I checkout a book?** After you find a book, stop by the circulation desk. Someone will be there to help you and scan your book. Our computer needs to know that you are borrowing them!

**May I take the book home?** Yes, but please handle books with care. Wash your hands before reading our books. Try not to spill anything on the books. Try not to tear, fold, or write on pages. Use a proper bookmark. Keep books in a safe place away from pets; in a place you remember. Do not stuff books in the bottom of your bag or locker.

**How long is the loan period?** You will have three weeks to read and enjoy your materials! Write your due date on the card in the pocket located in the back of the book. If you forget, you may check your due date in the My Info tab, online.

**What happens if I do not finish the book in 3 weeks?** If you need more time, you may always renew your book for three more weeks. Just bring it back to the library, and we will renew the book, or you may renew your book online by logging into Destiny. Click on the My Info tab and click renew next to the book.

**What happens if I do not renew the book on time?** A ten-cent fee accrues each day. You will receive a notice at the end of the marking period if you have any overdue books or fines. Fees do not accrue on days that school is closed.

**What happens if I lose a book?** You will be charged the cost to replace the book. You cannot checkout more books until the book is paid in full.

**How do I return a book?** Place the book in the book return at the circulation desk.

Please respect the library space and other individuals using the space. Keep in mind other students are thinking, reading, and learning. Please clean up after yourself and return supplies used. Do not leave items or throw garbage in the shelves or on the floor. If you have any questions or concerns related to the library, let Mrs. Woodruff know in person or email at [awoodruff@ottoeldred.org](mailto:awoodruff@ottoeldred.org).