

Look What We Have for You to Enjoy and Utilize...

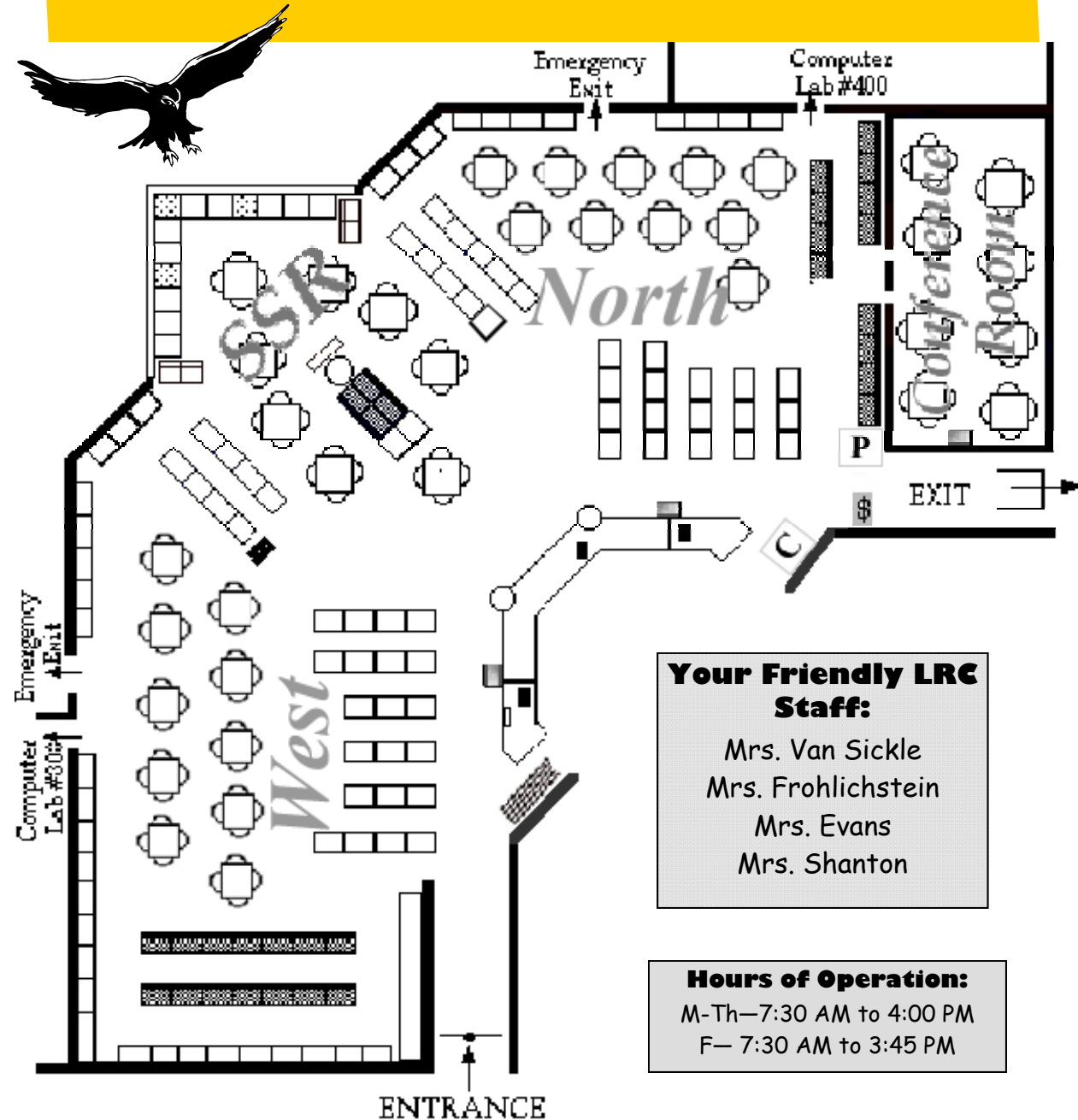
Material Type	Call #	Description
• Non-fiction (4 sections)	000-099	General Knowledge
1) 000-399	100-199	Philosophy & Psychology
	200-299	Religion
	300-399	Social Science
2) 400-699	400-499	Language
	500-599	Science & Mathematics
	600-699	Medicine & Technology
3) 700-899	700-799	Arts, Sports, Hobbies & Music
	800-899	Drama, Poetry & Humor
4) 900-999 (less 920-921)	900-999	History, Geography & Travel
• Collective Biographies	920	Biographies about groups of people
• Biographies	921	Single Biographies & Autobiographies
• College & Career	C&C	College & Career Reference Section
• Picture Books	E	Picture Books for Everyone
• Fiction (2 sections)	F	Novels
1) F/A-F/K		
2) F/L-F/Z		
• Reference	R	Encyclopedias, Dictionaries, Atlases, Almanacs & Thesauri
• Story Collection	SC	Short Stories
• Just Right	JR	Chapter Books

Miscellaneous LRC items:

- copy machine
- look-up stations--LRC computers (3 sections)
- 3 Smart System monitors
- book return
- circulation desk
- 3 check-out stations
- 4 isolation study carrels
- vertical file
- pens & pencils vending machines
- new books display



WELCOME to the Wredling Middle School Learning Resource Center



Your Friendly LRC Staff:

Mrs. Van Sickle
Mrs. Frohlichstein
Mrs. Evans
Mrs. Shanton

Hours of Operation:

M-Th—7:30 AM to 4:00 PM
F— 7:30 AM to 3:45 PM

LRC Information

Learning Resource Center Philosophy

The philosophy of the Wredling LRC is to:

- maintain an inviting atmosphere that is conducive to reading, research, and accessing information;
- respect its patrons by sustaining a quiet and productive learning environment;
- provide assistance to all patrons with respect to reading selections, accessing information, and using technology;
- catalog a wide variety of books to accommodate a multitude of reading interests and ability levels;
- inventory technologies that are current and accessible;
- promote love of reading and learning for a lifetime; and
- support all curricular areas.

Expectations

The Wredling LRC is a great place to frequent when students need to look up information or have time to pleasure-read. Our growing collection varies for all reading types, and we are happy to assist in either locating information or recommending a good book. In return, what we expect of our patrons is that they extend common courtesy and conduct themselves appropriately so all may enjoy and utilize the LRC in a manner for which it was designed.

Use

The LRC is designed for whole classes to utilize provided they are accompanied by their teacher any time during the day in an area for which their teacher has reserved. Students may come down to utilize the LRC independent of a class as well at any time provided that they have a pass from their teacher.

Overdues & Fines

Fines (\$.50 a day) are charged on overnight materials only which have not been returned before 1st hour the following school day. Overdue notices are sent out to students through their teachers at the end of every week, and LRC privileges are suspended until the overdue material(s) is/are returned or paid for according to the following:

- Green Notice (1-7 days overdue)= check-out restriction;
- Yellow Notice (8-15 days overdue)=LRC privileges revoked & \$1.00 fine, in addition;
- Red Notice (16 or more days overdue)=another \$1.00 fine & continual lunch detentions everyday until the library business has been resolved (failure to show up for detention will result in an office referral), in addition; and
- Beyond the Red Notice=office referral.

These notices are merely a courtesy to remind students of their checked-out materials; ultimately, it is the student's responsibility to return or renew materials by the due date on the material's due date card.

LRC Rules

1. All patrons must be courteous and respectful of other patrons' rights to use the LRC. If conversation is necessary, a 6" voice must be used.
2. No gum, food, drink, coats, or backpacks are allowed in the LRC.
3. Please do not re-shelve books. Leave them on top of the shorter bookshelves.
4. If patrons are not with a class, they must have a **PASS** and **THEIR STUDENT ID** to enter or leave the LRC/Computer Labs. This is how the LRC staff takes attendance.
5. Patrons **must** enter and exit both computer labs through the LRC.
6. Up to 5 students may come down to the LRC during class or study hall on a signed LRC pass, provided they have work or reading to do.
7. There is a limit of 1 person per table during study hall.
8. Students who lose materials or return materials damaged will be held fiscally responsible for those items.
9. Students are not to line up at the exit unless otherwise instructed by a teacher.
10. Patrons are to leave their area as they found it, ie: push in chairs, etc,...

Those who are not respectful of the above rules will be asked to leave the LRC, and their LRC privileges may be suspended.

Circulation

- All students will have a unique 7-digit student ID number printed on a barcode provided by the LRC. When students wish to check-out materials, **IT IS THE STUDENTS' RESPONSIBILITY TO PROVIDE EITHER THEIR BARCODE OR THEIR STUDENT ID--THERE WILL BE NO EXCEPTIONS.** For security reasons, it is very important that students not share their numbers with other students.
- Students may check-out up to 2 materials at a time.
- Most materials (with exception to reference materials) may be checked-out for 3 weeks.
- Due to their high utilization, textbooks and reference materials are for overnight check-out only and are due the following school day before the first hour bell.

Web Site

The Wredling LRC has a home page on the Internet for the community's convenience and reference needs. It is up-dated periodically by the LRC Director, Mrs. Van Sickle, LRC Assistant, Carol Frohlichstein, or the Technology Assistant, Mrs. Shanton. Check us out at: <http://wredling.d303.org/> and hover over the LRC menu.

11/22/2010