



Library Orientation

The Library exists to keep material that will support your studies.

Mostly, the material is non-fiction, but some fiction is kept. Often this is poetry, plays, or books that have won awards.

The Librarian is available at any time, to help you find information, or give advice. It is not necessary to come to the library in groups, at specific times.

You can loan books for 2 weeks, so look in the catalogue first to see if there is one that you want in the Library (there is a shortcut on Safari and Firefox bookmark bars and they are also accessible from the library's home page). It will tell you where the book is and whether we have other books on the same subject. You don't have to be in the library to use the catalogue – the catalogue and the library's databases will be accessible from your homes through the library's home page.

Fiction books are shelved according to the first letter of the author's last name.

Non-fiction books use a number system called "Dewey Decimal" to make sure that books on the same subject are kept in the same place. For example, all books on Canadian literature are numbered 819.

The library doesn't subscribe to magazines, but has access to the full-text databases of other libraries. We access "Virtual Library", "Infomine" and "Webfeet", which are all databases of web sites that have been checked for accuracy. The library is also creating its own database of curriculum relevant web sites. Access to all of these is through the library home page. Several other research databases will be added over time. To access WebFeet from home, use the password calg74257. To access your library account, use your name and grade for the name and password. You can also access the Learn Alberta online reference centre from the library home page. Use LA199 as a name and 4030 as a password.

The computers at the centre "islands" of the Library are often used for classes. However, the ones on the side wall can be used for Library purposes at any time, except on Thursday afternoons. If the ones on the side are full, ask the Librarian (or the Teacher).

The Library is open 8.00 to 4.00 p.m., except on Thursday afternoons, when students are working on yearbook. But the door is usually open at about 7.00 a.m. You can't bring food into the Library. You can bring drinks in a spill-proof container.

Using your Calgary public Library card and PIN, you can access all of the databases hosted by them. Using a TAL card (available from the CPL) and your Rundle College ID, you can also access the University of Calgary. The Library is a place to work. You can come in to do assignments, homework, etc at any time. The Library is a place where you can relax – remember students may be working.

The Librarian is there to help you. If you want help, ask...