Benedictine College Preparatory Library Cadet Handbook

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MISSION STATEMENT

The mission of the Benedictine College Preparatory library is to support the curriculum by making available learning resources in all formats through the full range of library services. In fidelity to the Benedictine principle of stability, the library serves as a central location where information is found from its own collection as well as off-campus sources. The Benedictine principle of obedience encourages the library to treat all patrons with respect, and to meet their information needs through competent service. The Benedictine principle of conversion, or lifelong spiritual development, leads the library to welcome learners of all ages and conditions, and to remain current with the rapid pace of change in the fields of education and information processing.

PILOT: Promoting Information Literacy Over Time

Our PILOT Quality Enhancement Plan promotes school-wide information literacy, which "…forms the basis for lifelong learning. It is common to all disciplines, to all learning environments, and to all levels of education. It enables learners to master content and extend their investigations, become more self-directed, and assume greater control over their own learning. An information literate individual is able to:

• Determine the extent of information needed.
• Access the needed information effectively and efficiently.
• Evaluate information and its sources critically.
• Incorporate selected information into one's knowledge base.
• Use information effectively to accomplish a specific purpose.
• Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally."

HOURS OF OPERATION

MONDAY – FRIDAY 7:30 a.m. – 4:00 p.m.

LIBRARY REGULATIONS

PERSONAL CONDUCT

All Cadets are expected to conduct themselves in a manner befitting an academic environment. Silence is to be observed whenever possible. If an admonishment by the librarian has to be enforced, the Cadet(s) will be asked to leave the library. Failure to exhibit appropriate behavior will also result in demerits.

BOOK LOSS, DAMAGE, FINES AND THEFT

- Reference books, periodicals, and newspapers may *never* be removed from the library unless special permission is obtained from the Librarian. Failure to observe this rule will result in the cadet receiving demerits. If a book is lost or thought to be lost, this must be reported immediately to the Librarian.
- The fine for an overdue book is **$.20** per day, with a maximum fine of **$3.00** per item. If a book is damaged or lost, the Cadet will be charged the current replacement cost of the item. All books must be returned and all fines paid in order for students to receive their end of year report cards.

LEAVING SCHOOL

At the end of the year, Cadets should come by the library to ensure there are no books out or fines owed. If a cadet leaves school before doing so, he will not be allowed to graduate, or receive grades. If Cadets leave before the completion of the academic year, he must take care of this business at the library.

BOOK COLLECTIONS

There are approximately 7,000 books in the Benedictine College Preparatory library. This figure includes books that circulate (checked out), and those that may only be used in the library. The Circulation Collection is arranged on open stacks, and is organized according to the library of Congress classification system.

The Reference Collection includes many of the library's most frequently used works, such as encyclopedias and dictionaries. These materials may be used only in the library.

ONLINE PUBLIC ACCESS

The Library Web access address is http://www.benedictinecollegeprep.org/Library

HOW TO FIND BOOKS

Books may be located through the **Online Public Access Catalog** (OPAC).
If you are unsure how to use the OPAC, ask the Librarian for assistance.

Once you locate a book on the OPAC, copy down the call number of your book to locate it on the shelves. There are guide cards on the sides of every shelf. The call number is made up of a series of letters and numbers. This number indicates both the subject of the book as well as its location on the shelf. Books are arranged according to the library of Congress Classification System. This system organizes books by subject and author.

Call numbers are listed alphabetically by the first line, numerically by the second line, and alphanumerically by the third line. The examples below are in the correct order:

BD	BD	BD	BD	BD	BD	BD
143	161	161	161	161	161	235
.S95	.A8	.B45	.B5	.L38	.L6	.M17
		c. 2	x		v. 1	
			2001			

Hint: If you are unsure about which number is first, i.e. does B45 come before B5, simply add a zero to the end of the call number. As you know, the number 45 is before 50. Also, c. 2 is an abbreviation for copy 2; v. 1 for volume 1; and x indicates that a date is to follow.

NON-BOOK MATERIALS

Periodicals
The library maintains current subscriptions to approximately 7 magazines: *National Geographic, Ceramics, The Writer's Chronicle, Salvo, First Things, Artist's Magazine, and American History*. They are located in the library computer coom.

Newspapers

 The Library subscribes to the newspaper: *Richmond Times Dispatch*.

LIBRARY SERVICES

Circulation

- Books may be checked out for a period of two weeks. They may be renewed three times, for a total of six weeks. Books must be returned to the library in order to be renewed.

- To check out a book, go to the Circulation Desk. Books may be checked out from the time the Library opens until fifteen minutes before it closes. To return a book, give it to the Librarian or place it on the Circulation Desk. It is unwise to merely return books to the Circulation desk unless someone is there.

- Cadets are held responsible for books that are not checked in and left at the Circulation desk. The charge for a lost book is price of the book (or $50 if out-of-print). Cadets with overdue books and/or fines will not be able to check out additional materials. Overdue notices are periodically sent to faculty members about a cadet's overdue materials. As a courtesy, faculty members will inform the cadet of overdue materials. Ultimately, *the Cadet* is responsible for returning material to the Library on or before the due date.

Benedictine College Preparatory and University of Richmond **have cooperative lending agreements. Please see Librarian for details.**

Photocopiers/Printers: The Library provides 1 copier and 1 printer for cadets to use. The printer is located in the library computer room and the copier is in the library proper.

Internet Accessible PCs: There are 24 Internet accessible PCs with a printer for student use.

COMPUTER ETIQUETTE

Benedictine Library provides Internet access PCs for faculty and cadet use. Consideration for others working in the library and properly using the computers is important in the services the library provides to both faculty and cadets.

A few policies are necessary to keep these services running smoothly.

Users may not:

- Bring in food, drink, candy, or gum at any time. If a Cadet is caught with any food or drink items, in addition to the Cadet receiving demerits, the items will be thrown away and the Cadet will be asked to leave the library.
- Have their cell phone or backpack at any time.
- Turn off/ on, move, or disconnect any of the equipment. If a problem or malfunction is observed, contact the Librarian.
- Alter, download, or install software on any library computers. Please keep in mind – these are not **your** personal computers to reconfigure.
- Alter hardware, screen savers, desktop patterns, preferences, or wallpaper.
- Violate copyright laws or software license restrictions.
- Use chat lines, install instant messaging, play games, etc.
- Use the computers to annoy, harass, or offend other people.
- Reshelf books.

- Access or display Web sites containing explicit material or violence that is offensive to others.
- Save Passwords.
- Explore websites not related to academic work. Examples: Facebook, ESPN, or online stores.
- Use fire exit except in the case of a fire drill or a real fire.

Users are expected to:

- Sign in and out of the library appropriately.
- Refrain from talking loudly, making disturbing noises and movements.
- Please keep the area/workstation clean by placing unused paper in the trash receptacle.
- *Carefully* place and/or remove flash drives. The metal on the flash drive might break off if improperly inserted or removed. This can result in the loss of work and damage to the flash drive.
- Save work on flash drives, and print out *before* leaving to avoid losing any work.
- Use computers exclusively for academic work. Examples: typing or print an assignment/research paper. Students assigned to watch videos must have headphones.

CADET LIBRARY ASSISTANTS

- Cadets can work as Librarian Assistants, but do not receive academic credit.
- The Director of Guidance must recommend a cadet for Librarian Assistant and the librarian must approve the recommendation.

FAILURE TO COMPLY WITH LIBRARY RULES WILL RESULT IN DEMERITS.