Learning Commons Orientation

Library Policies and Procedures

A. Location & Hours

The Atlantic Technical College and Technical High School Learning Commons is located in Building 19, on the northeast corner of the campus.

Hours:

6:45 am – 4:00 pm

B. Guidelines for Use of the Learning Commons

a. Please do NOT bring food or drinks into the Learning Commons.
b. You may print up to 30 pages per day for school purposes. No color printing is available for students.
c. You may bring, use, and charge your own devices as per the BCPS Acceptable Use Policy regarding educational technology.
d. Please treat the Learning Commons' books, furniture and equipment with respect - they belong to all of us.
C. Book Loan Policy
   a. ATC Students and staff may borrow books.
   b. First checkout - TWO WEEKS loan period
   c. Renew a book for TWO Additional weeks
   d. You may renew a book 3 Times for a MAXIMUM, TOTAL LOAN PERIOD OF 8 Weeks.
   e. There are NO overdue fines, but after 8 weeks, you will have an OBLIGATION.
   f. You may REQUEST a book from our library or ANY school library - just write your request on the clipboard on the BOOK RETURN.
D. How to Checkout Books
   a. To check out, use the clipboard on the Book Return.
   b. PRINT the date, your name, book title, Barcode # from front cover
   c. Also, RENEW books on the clipboard by writing the date, your name, book titled, and write RENEW.
   d. Return books in slot - no need to write anything.

E. How to find books in the Learning Commons Collection
   a. Search for a book in Destiny, the Online Library Catalog: browardschools.follettdestiny.com
   b. Select Centers, ATC, then Catalog.
   c. Search by title, author, subject, keyword
   d. In the list of results, click on an item that interests you. A more detailed description, with a summary of the item will appear.
   e. Verify if the item is available for checkout by selecting the COPIES tab at the right. This will also tell you the CALL NUMBER of the book. Write this down.
f. Proceed to the stacks (the bookcases) to search for the book.

Look for the Call Number on the spine of the book
Fiction - Alphabetical by author's last name
F Ash
Nonfiction - Numerically by Dewey Decimal System, according to subject
973.42 Fra Library materials are divided into two groups: Fiction and Nonfiction.
Fiction books are arranged on the shelves in alphabetical order by the author's last name. Nonfiction books are arranged according to the Dewey Decimal System.

When using DESTINY QUEST, you can search by subject, author, or title - just enter the information in the search box and press "enter." Remember, spelling is important! If our library owns the item you are searching for, you will need to write down the CALL NUMBER. For fiction books, this will be the letter "F" followed by the first three letters of the author's last name.

For example: F Ste would be the CALL NUMBER for Of Mice and Men, a novel by John Steinbeck.

The CALL NUMBER of a nonfiction book will be a number that represents the subject of the book, followed by the first three letters of the author's last name. You will use this number to look for the item on our media center shelves. For example, some science books can be found in the 500's classification, so the CALL NUMBER for Charles Darwin's The Origin of Species is 576.82 Dar.
For more information about the Dewey Decimal System, try this link.
2. If our media center does NOT own an item you would like to borrow, you can request an interlibrary loan. You may e-mail the media specialist with your request or submit your request on the checkout clipboard.

3. To borrow a library item, you will need your student ID. Library materials may be borrowed for a two-week period. You may renew this loan for another two weeks, if no other student has requested that item. Although we do not charge fines for late materials, we ask that you please return library materials to the media center in a timely fashion.

B. Periodicals (Magazines and Newspapers)

Both media facilities house a variety of magazines and newspapers available for student and staff use. Please see the current list of periodicals in the Media Center Handbook.

Section III: Online Resources

As a student or staff member, you have access to several online databases. Links to these can be found after logging into Single Sign On (SSO). Go to the Online Students Textbooks app. Once open, click on Library/Media. This will open a page with the resources and passwords for home use. No password is needed if you are using a school computer.

A. GALE ONLINE RESOURCES

- GALE ONLINE RESOURCES includes several general and specialized databases. Each of these includes access to full-text articles from magazines, newspapers, and reference books; video and audio files; images; primary sources.

The databases include:

Student Resources in Context, Literature Resource Center, Opposing Viewpoints, Gale Virtual Reference Library, Health and Wellness Resource Center, Academic OneFile, General OneFile, Informe (Spanish language), Books and Authors, Computer Database, Small Business Database, U.S. History Civil War.

B. BRITANNICA ONLINE ENCYCLOPEDIA

C. SIRS
- Includes access to SIRS Researcher, a general reference database containing full-text articles from over 1,500 domestic and international publications. Use this database to explore social, scientific, health, historic, business, economic, political and global issues in magazines and newspapers.

- Special features include: dictionary, thesaurus, world maps, excerpts from the World Almanac, Today's News, Leading Issues (in depth study of hot topics from today's news)