

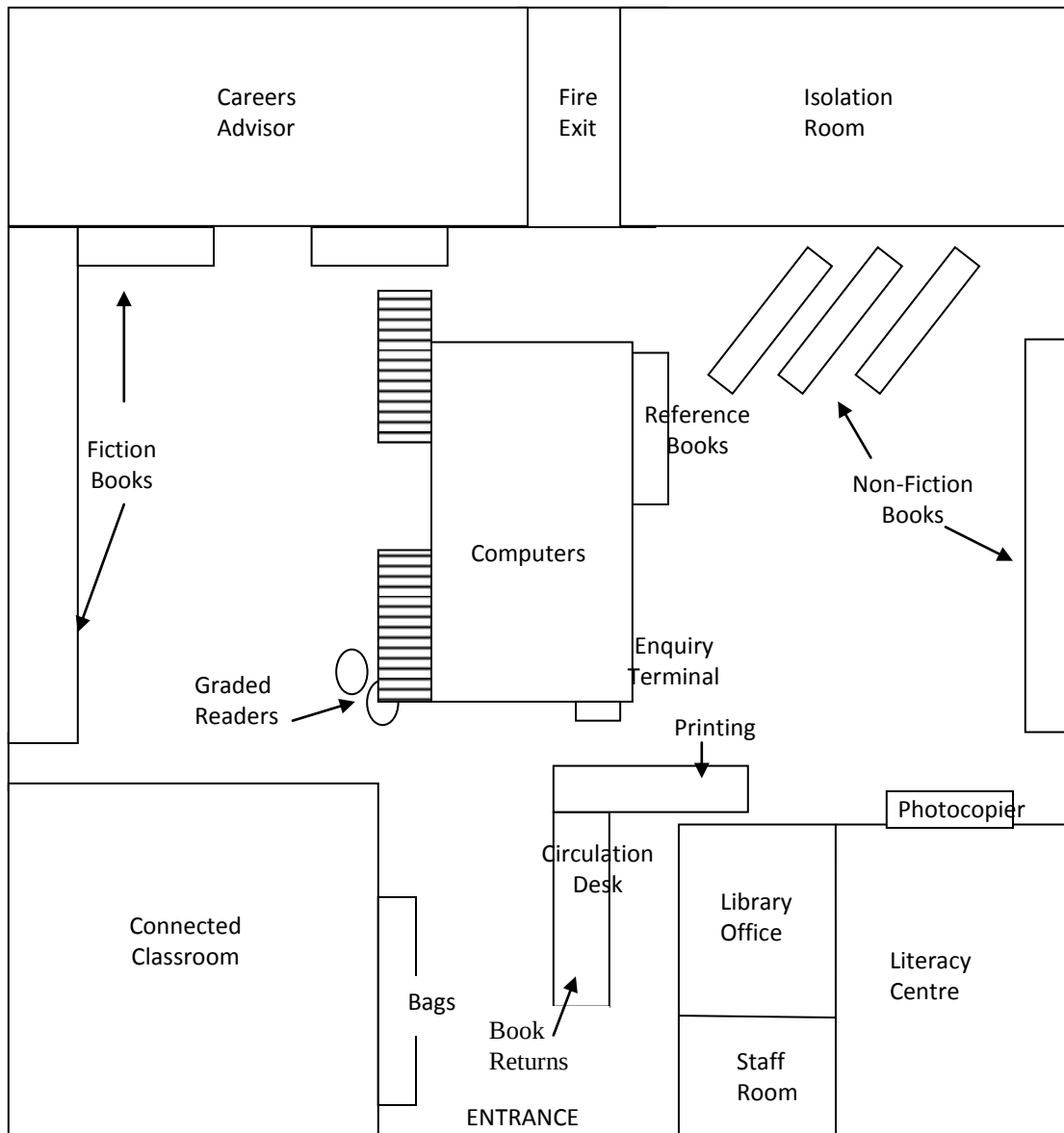
Kogarah High School Library



Information For Students

Map of the Library	2
Practical Matters	3
Library Locations	4
Library Catalogue	5

Map of the Library



Practical Matters

Who will help me?

Teacher Librarian – Ms Johnston
Library Assistant – Ms Wilson



When can I use the Library?

Hours: 8.30am to 3.00pm except Monday when the Library is open until 4.00pm for the Homework Centre and Wednesday when it closes at 12.00 due to sport.

Recess: The library is open to all students every recess **except Monday**.

Lunch: The library is open every day at lunch **except Wednesday**.

REMEMBER: *You must leave your bag in the bag storage area of the library but keep your valuables with you e.g. Mobiles, wallets etc.*

What about borrowing?

- You must have your library card with you. Don't lend it to others and don't borrow for others.
- Year 7 will receive library cards after school photos are taken in term one. They will be allowed to borrow without a card until then.
- **Year 7 to 10** can borrow up to **2 fiction** and **2 non-fiction**
- **Years 11 and 12** can borrow up to **4 fiction** and **6 non-fiction**
- The loan period is for **two weeks**.
- Reference items cannot be borrowed.
- Some other items also cannot be borrowed by students – see "Library Locations" section for details.
- You can reserve items online in "My Library" or by seeing one of the library staff.
- When returning items you have borrowed, place them in the "Returns" chute at the front of the circulation desk area.
- If you forget to return something, we will remind you with a note. If you receive a note about an overdue book, please return the book as soon as possible.

What if I lose a book?

- If you lose something, you will be asked to either pay for it or replace it with the same or a similar item.

What else is there?

- Library enquiry terminal
- Wireless internet connection BYOD devices
- 26 networked computers
 - B&W printing – 20c per page
 - Colour printing - 50c per page
 - Full page colour printing - \$1.00 per page
- Photocopier
 - B&W photocopying – 20c per page
 - Photocopy cards can be purchased for \$2.00



Library Locations

NFN	NON-FICTION
FIC	FICTION
WEB	WEBSITE
FH	FICTION GRADED READING
NH	NON-FICTION GRADED READING
SQ	SUPER QUARTO (big books)

Students cannot borrow from the following locations:

REF	REFERENCE
CR	CLOSED RESERVE (only for use in the library)
TR	TEACHERS' REFERENCE
ARC	ARCHIVES

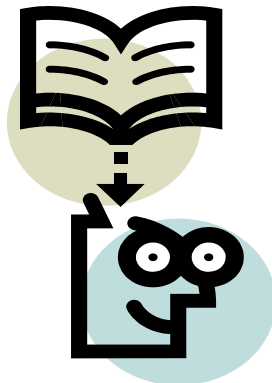
Look for the location of a book on its call number (the label on the spine of a library book), e.g.

NFN
330.94
DEF

FIC
F
ROW

REF
994
AUS

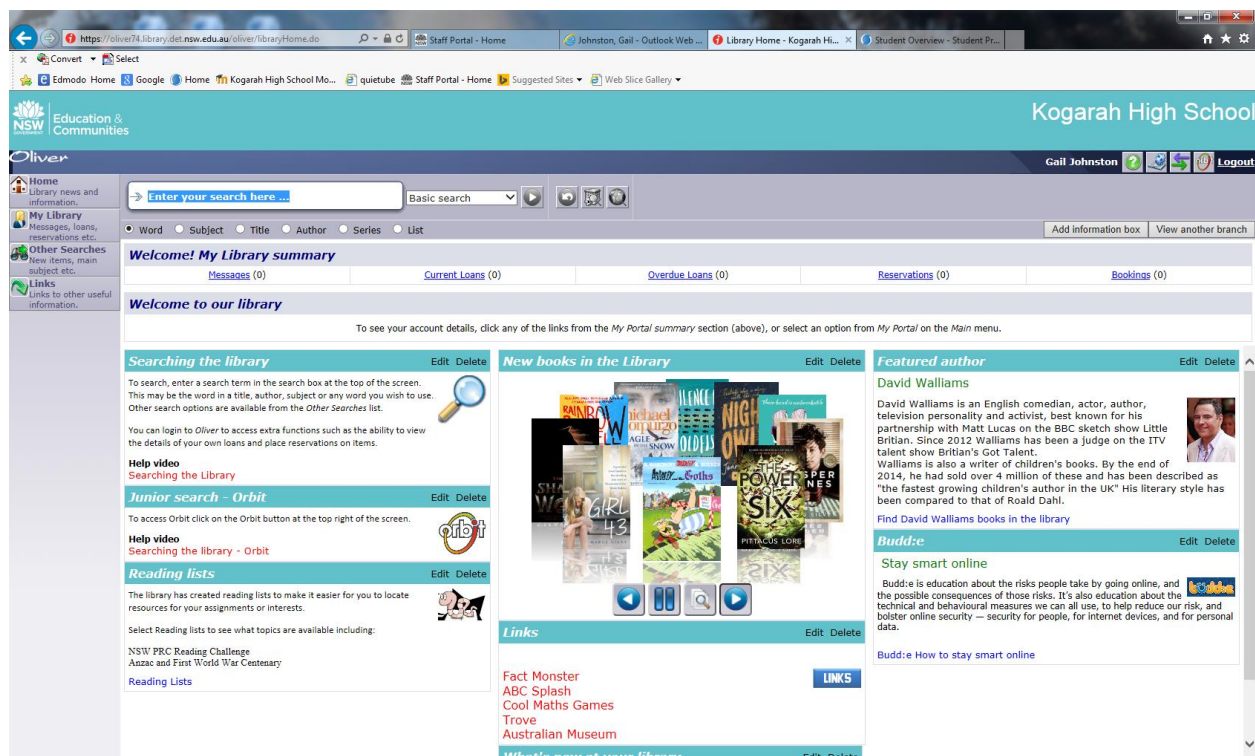
FH
F
PIK



Oliver Library Management System

- Available to all students via their student portal on the front page – “My Library Oliver”
- Oliver is also available on the Enquiry terminal in the library
- And, via the school website – Faculties – Library -

Below is a screenshot of the homepage

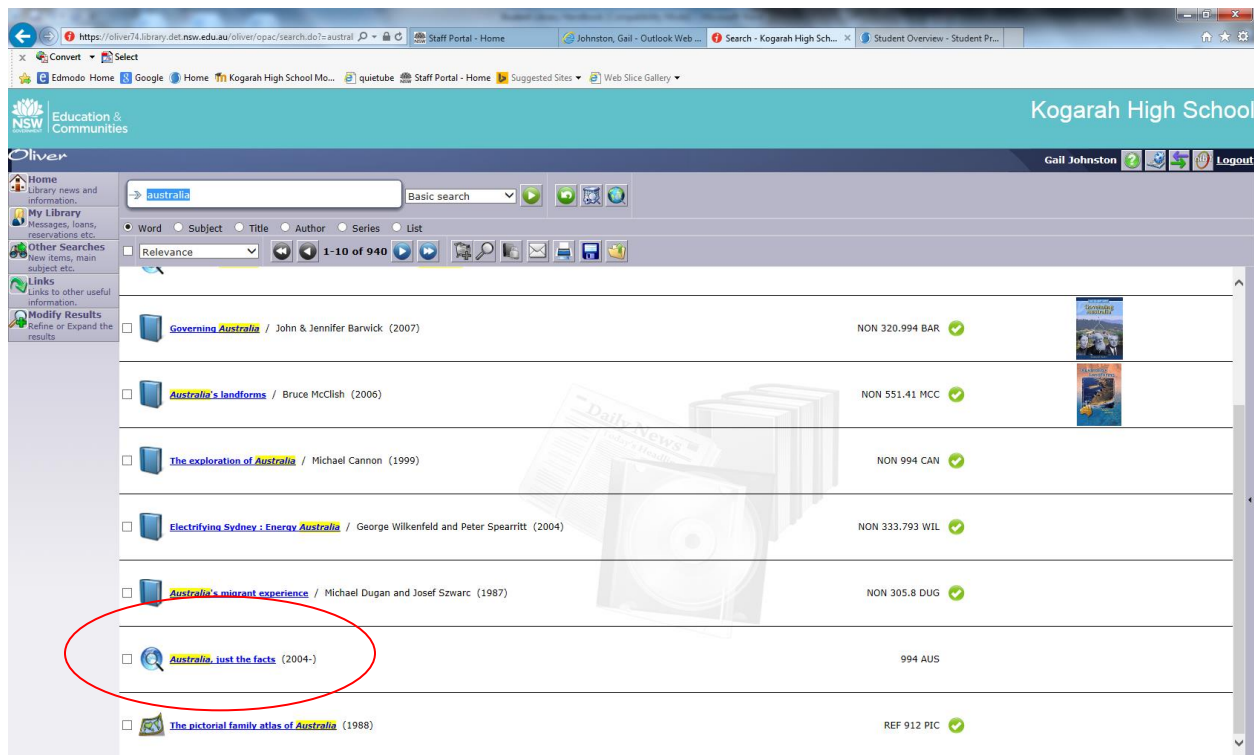


From this screen

- Check your loans and make reservations for books – how to videos available
- Search for resources in the school library
- Access websites listed on the Oliver catalogue



Search for and download EBooks



There are many useful websites listed on the catalogue, indicated by the magnifying glass. Clicking on the title will take you to its record with a link directly to the website.

