

Learning Center FAQs

Hours: M,T,W,Th 7:30 – 4:00 Friday 7:30 – 3:15

2007-2008 * Upper Arlington High School 1650 Ridgeview Road Columbus, Ohio 43221

Book Doctor Q & A

How do I find a book?
How do I check out a book?
Do you have magazines?
Can I borrow reference books to take home?
What is Closed Reserve?

Visit the **Reference Desk** for professional help with your research needs, including finding a book.

The LC staff is ready to help you when you need to check out a book. Go to the Circulation Desk. Give us your name and ID number and we'll check out the book for you. Books circulate for two weeks, but can be renewed for another two weeks if you're not finished with them.

Yes, we have magazines! Check out the magazine rack behind the Circulation Desk. Current issues circulate for one period; back issues of magazines circulate for two days.

Yes, reference books can go home with you! We need them in the LC during the school day, but they can be checked out at 3:05 p.m. until 8:00 a.m. the next morning. Some of our reference books are available online as eBooks. Ask us how to locate eBooks.

Closed Reserve materials are selected by a teacher for class use. When they are not in use by a class they are kept at the Circulation Desk. They may be checked out for one period or overnight. See an LC staff member for assistance.

Late books or magazines accrue fines; \$.05 per day for regular books and \$.50 per hour for Reference books and Closed Reserve material. Fine amounts are posted at the Circulation Desk.

LC Check-in... a Must!

To check-in to the LC from study hall, you need two things: your school ID and a signed LC pass from your teacher.

Simply go to the Circulation Desk at the start of the period, show your ID and your pass, wait until your card is scanned, and then find a seat in the area across from the Circulation Desk.

If you would like to use a computer, step to the left after signing in and ask the LC staff for either a Mac or a PC.

Come straight to the LC at the beginning of your study hall period – no need to go to study hall first unless you were absent from school the previous day.

Students may use the LC for study hall three times per week. The LC is designed for independent research – not homework or group work. Please plan your work for reference materials, closed reserve materials, or classroom-related computer use. Thank you!

Going to Math Lab or GLRC?

Go straight to the LC 2nd floor and sign in with your teacher pass.

Going to WIW?

Sign-in at the Circulation Desk first and then report to the WIW area to meet with a Language Arts teacher.

Need to leave the LC? It's very important to Mr. Greenhill that you sign out at the Circulation Desk and get a hall pass. LC staff will be happy to help.

Don't forget to pick up your ID card at the end of the period!

Protect the Environment!

The LC's materials and carpeting are sensitive to the damage created by food, drinks (including water) and gum. Also food-sensitive students deserve our consideration. Please don't bring food or drinks to the LC. Thanks!

Mission Statement

The Learning Center is an engaging environment in which to navigate the information universe collaboratively.

The LC is your homework and research center.
Your success starts here.

The "Bear" Facts....

Meet our wonderful staff!

Dr. Yutzey, Learning Center
Director
Mrs. Piazza, Media Specialist
Mr. Tuttle, Audiovisual Specialist
Mrs. Hite, Media Clerk

LC Webpage – The Source!

Check out our webpage for links
to our BearNET(online catalog),
subscription databases, eBooks,
research tips, new books, &
more!

[http://school.uaschools.org/
uahs/library/lcnews.html](http://school.uaschools.org/uahs/library/lcnews.html)

Reading Refuge! Visit
the reading area, where reading
for pleasure is no longer an
endangered activity!

ID Cards - A Must!

Students are required to have
an ID card to come the LC from
study hall. Replacements cost
\$5.00 and can be purchased at
the Circulation Desk between
8:00 a.m. and 3:30 p.m.

"Dewey" organize our books? You Bet!

Check the Dewey posters for
help in locating books on your
topic.

Teen Read Week coming in October

The Teen Read Favorite Book
Contest is an award-winning
program sponsored by the LC to
celebrate and encourage
reading. Check out the posters
on the wall over the PC
computer lab and see who won
last year. Contest details are
on the LC webpage.

Computer Bits & Bytes

We have both Macs and
PCs for your use in the
Red Lab (PCs) and Blue
and Multimedia Labs
(Macs). All have Internet
access. Scanners are
available. The CLFF Lab
is a classroom computer
lab and may not be used
by individual students.

Please...

Report any
computer problems
immediately!

Use computers for
school assignments only.
Personal e-mail is
permitted only before and
after the regular school
day. No games or
chatting.

Sign-up for a
computer at the Circulation
Desk. Please let us know
when you're finished using
your computer.

BIG MUST: You
must have an Acceptable
Use Policy for Instructional
Technology – Student Use
Agreement signed and on
file in order to use the
computers.

Don't load any
software, please!

LC computers are
protected by security and
monitoring software – any
attempt to override it is
considered an act of
vandalism.

When printing,
copies 1-10 are free.
Anything over that is \$.05
per page. Pay at the
Circulation Desk. Color
copies are \$.50 per page
on the Xerox machine
located on the 1st floor of
the LC.