

Welcome to West Ranch Library

Thank you for volunteering!

Getting Started



When you Arrive:

Please let us know you are here, sign-in inside the volunteer binder behind Tamee's desk, and put on your name tag. We'll let you know how you can best help us that day.

Please put your cell phone on vibrate. If you need to take a phone call, please step out into the hallway or work room.

Handling Money:

Students pay for printing, late book fees and ask for change at the circulation desk. In order to protect our volunteers, please allow library staff members to handle all monetary transactions.

Student Behavior:

- ❑ You might remember your school library as a quiet calm place. The WRHS Library is a little different. It can get very busy and hectic, especially before school, brunch and lunch.
 - ❑ We do not expect the students to be silent. In fact, it gets quite loud during busy times
 - ❑ If you see students who are engaging in questionable behavior, feel free to let the library staff know. However, please allow library staff to handle all student behavior issues. This is for your protection.
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General Rules for Students:

- Quiet and Respectful
 - No Food or Drinks
 - ID's required for all library activities, passes to visit library during class time.
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General Information

Hours & Times

- Monday- Friday

- 7:30 am-4:00pm

- Open Library Night

- 6:30 pm- 8:00 pm (Mon & Thurs)

Find us Online:

Library Website

<http://www.westranchhighschool.com/library/>

Collection & Facilities:

- ❑ The library has approximately 10,000 books and media resources. We subscribe to over 30 periodicals and magazines, and have access to several online databases.
 - ❑ The WRHS Library houses 32 PC laptops and 10 desktop computers
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Library Staff

- Laura Erickson
 - Teacher Librarian
 - Laura received her Masters of Library and Information Science from San Jose State University. This is her 5th year as a school teacher librarian. Her favorite part of working in the library is help students become information independent.
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Shelving books:

- ❑ One of the biggest ways you can help us is by shelving books. Our library is organized according to the Dewey Decimal System (DDS). You may remember learning the DDS when you were in school.
 - ❑ Sometimes it takes a little practice in order to feel comfortable with shelving books. If you are already familiar with the DDS—great! If not, we are happy to train you and help you practice until you feel comfortable.
 - ❑ Some volunteers never become comfortable with shelving and decide they do not want to shelve books. If that is your decision, we still have many other ways you can serve in the library!
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Library Sections

- The library has three main sections: Fiction, Non-Fiction & Reference and periodicals (magazines) there are other smaller sections but those are the main three. The ends of each book shelf are labeled to help you find the correct section.
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Spine Labels & Call Numbers

- Each book has a spine label with its call number on it.
 - Fiction = FIC = 1st three letters of author's last name. Books are shelved in alphabetical order.
 - Non-Fiction = Dewey Decimal number + 1st three letters of author's last name. Books are shelved in numerical order.
 - Magazines are on the shelf rack and past issues are saved for student and teacher use.
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Your Turn!

- ❑ See how well you can shelve books. Play the Shelf Order game! Yes, it's slightly childish, but it's a great way to test your shelving skills.
 - ❑ Please click here to play the shelf order game (from the University of Texas)
<http://users.ece.utexas.edu/~valmstrum/s2s/utopia/library4/src/library4.html>
 - ❑ Play until you have passed all levels. If you need some extra help, click on the Tutorial for further explanation. If you still need help, feel free to ask one of the library staff members!
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Thank you

for taking the time to review our library orientation. Please let us know if you have any further questions regarding the information covered here. We would love to hear how we can make volunteering easier and a more pleasurable experience for you.
