



**STANDARDS FOR  
ACCREDITATION**

## **Valley Catholic Middle and High School Library**

### **Library Mission Statement**

The VCS Library exists to educate students and staff in the identification, location, evaluation and use of multimedia materials for their curricular, informational, and recreational needs. Library programs work to develop positive attitudes and aptitudes toward technology as well as traditional sources of information to promote life-long learning in students, equipping them with the media and information literacy skills necessary to become socially responsible citizens of the 21st century.

### **Hours of Operation**

The library is open from 7:45 a.m. until 4:00 p.m. on school days. If the library needs to close early after school, we'll post a sign the day before so you can plan accordingly.

During class periods, students must have a library pass signed and dated by their teacher. Put your pass in the basket at the counter.

### **Library Services**

**Books:** Nonfiction books are arranged according to the Dewey Decimal Classification system (number on the spine). Fiction books are arranged in alphabetical order by author's last name. The computer catalog ("Destiny") is accessible to help locate books.

**Checking Out a Book:** Use the OPAC (online public access catalog) Destiny to search the collection and place holds on items. The loan period is three weeks. (10¢ fine for each day late) A book drop is located just outside the library doors for your convenience. Books may be renewed so long as there are no holds on the item.

**Checking Out a Reference Book** - Certain reference books do circulate. Ask your librarian for more information. These books can be checked out at the end of the day and must be returned by first period the following day. (25¢ fine for each day late.)

**Borrow Books from Other Libraries** - If our library doesn't have a book you need, we may be able to request it from another library. Ask the librarian for help with your search. We can also borrow books from the grade school and convent library. They arrive in 24 hours.

### **Special Collections**

**Magazines/ Newspapers:** Latest magazine issues are available in the library. Magazines can be checked out for one week (10 cent fine for each day overdue). Valley Catholic School subscribes to three newspapers: *Beaverton Valley Times*, *Catholic Sentinel*, and *The Oregonian*.

**VCS Network:** Each student is assigned a password to access the network. File storage is available and accessible from any computer on campus.



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### Databases:

Britannica Online  
Culture Grams  
Gale Virtual Reference Library

Global Issues in Context  
History Reference Center  
JSTOR

Literature Resource Center  
Science Online  
World Book Online

### Additional Databases: *(provided through Oregon School Library Information System – state funded)*

Gale Power Search  
GREENR  
Opposing Viewpoints in Context  
(Global Reference on the Environment, Energy, and  
Natural Resources)

U.S. History in Context

### Basic Computer Skills Reinforced in the Library:

All library and lab computers are equipped with the Microsoft Office Suite and Adobe Design Studio. We can give basic assistance on how to use these tools, show you how to save them on the network, or check out a jump drive to take them home to work on.

**Printing & Copy Services:** Students can print from library computers. Copies can be made using the library's Xerox machine. Copies can be made in black-and-white only.

**Expected Behavior:** The library is the one place where students who want to research, study and read can expect an atmosphere that allows those activities to go on uninterrupted. Loud talking and socializing interfere with research, studying and reading. School rules and codes of conduct apply at all times. No food, no gum, drinks are allowed if they are secured in a bottle with a screw top (spill-proof). Yes to smiles, yes to questions, yes to positive attitudes.