

Welcome!

Library Staff

TBA, Teacher
Librarian

Mrs. Kosek,
Library Technician
(M, W, & alternating F)

Mrs. Roberts,
Textbook Technician-
Library Assistant



Library Media Center Student Handbook

Saugus High School

2022-2023



Technology
Resources

Destiny
Library

Library
Databases

Writing
Guide

Library
Books

Textbooks

CA Library
Standards

Student Login Help

❖ Active Directory (Desktop Computer):

- UN: ID number
- **New Student** PW: firstlastinitials.mmddyy
- **Returning Student** PW: SAME as last year

❖ Hart District Google Account (Chromebook, Email, Drive, Classroom)

- UN: ID Number@my.hartdistrict.org
- **New Student** PW: firstlastinitials.mmddyy
- **Returning Student** PW: SAME as last year

❖ Infinite Campus

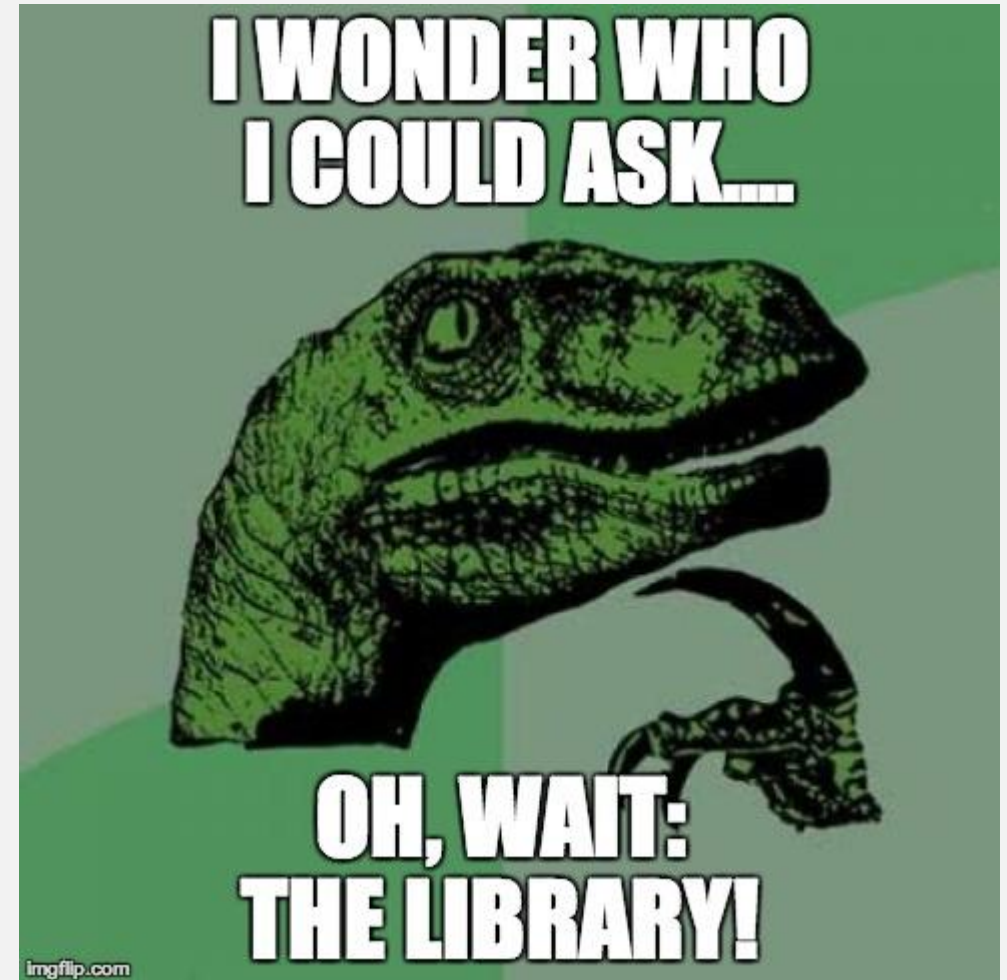
- Sign into your **Hart District Email**. Click the **Infinite Campus** app in the Google waffle (top right). **[*NEW students must sign into Google and change password first*](#)**
- If your account is disabled, go to the **Registrar's Office** for help.

➔ Password Resets for Hart District Email:

- ★ See any Library staff member, administrator, or administrative assistant.

Technology Resources

- [Library Website](#)
- 37 computers for research, projects, and assignments
- Black and white student printer
- Color student printer
- Access to 7 database libraries

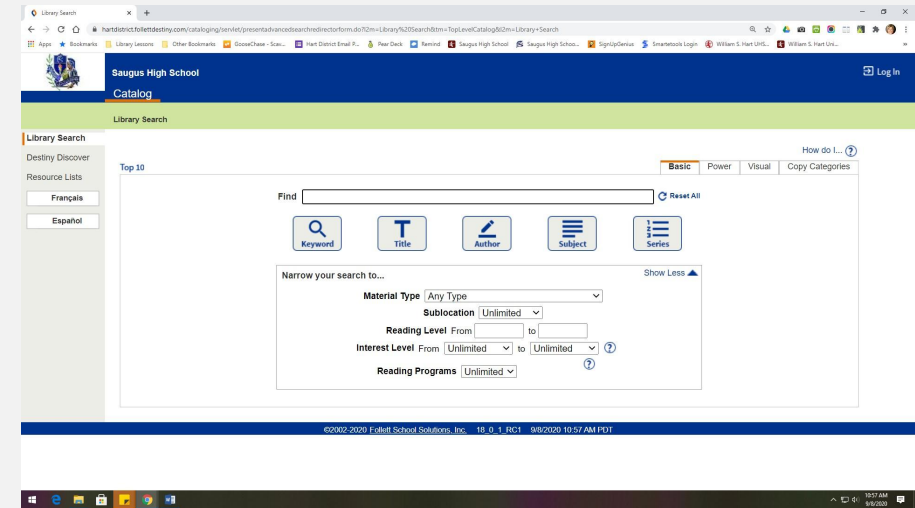


Think of the Library as a large classroom designed for research and finding the information you need!

Destiny Library Catalog

Destiny Library Catalog is an online, searchable list of the books in our library.

1. Go to the [Saugus HS Library](#) website and click **Destiny**, or download the app to your device.
 2. You will see the catalog screen with a **FIND** box.
 3. To look for a book, **CLICK** one of the search buttons *after* typing a search term in the **FIND** box.
- ★ To **HOLD** a library book for pick up, log into your account (see login directions to the right). Locate a book using the **FIND box** and click the **DETAILS button** next to the title. Click the **HOLD IT button** and click **SAVE**. Your reserved book will be held for 1 week and may be picked up 7:45 am - 3:45 pm.



CLICK ON THE IMAGE TO ENLARGE IT

Destiny Login

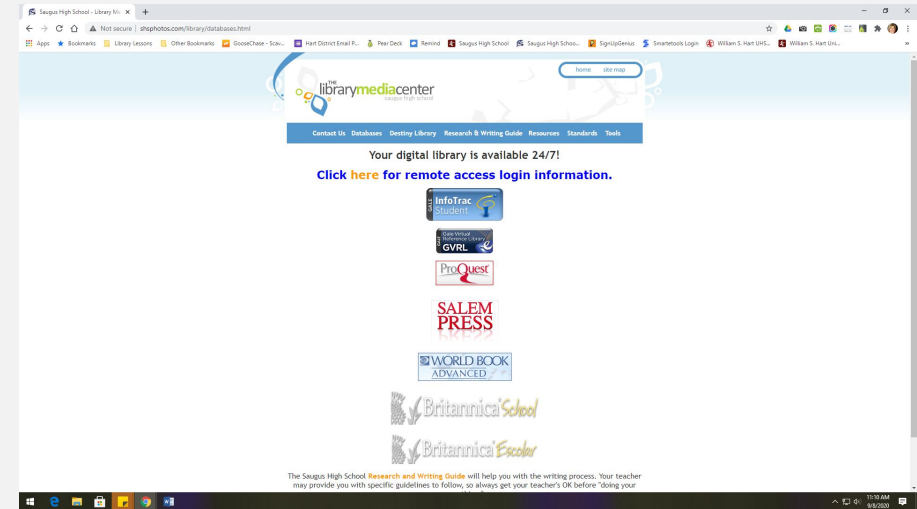
Click **Sign in with Google** and enter your Hart district username (email address) and password.

Online Library Databases

Did you know that our Library has a variety of resources available online?

Explore our Library database collection for access to ebooks, videos, podcasts, maps, charts, and much more!

[Saugus High School Library Databases](#)



CLICK ON THE IMAGE TO ENLARGE IT

To view remote usernames and passwords, you must sign into your school Google account.

[Click here for login information.](#)

Research & Writing Guide

Saugus High School has its very own *Research & Writing Guide*. Be sure to refer to the guide to help with projects and writing assignments!

[Quick Access to MLA Works Cited Format](#)



[SHS Research and Writing Guide](#)

Library Book Policies

Students may check out up to **3** library books (not in the same series by the same author) for **3** weeks.

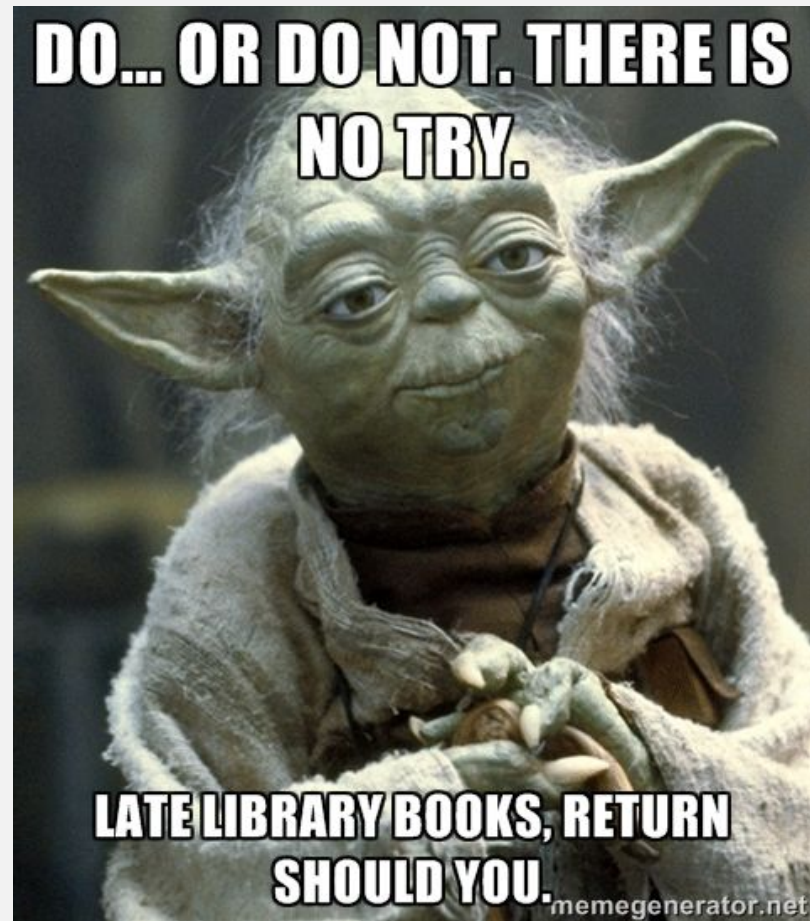
You must renew library books if you need them longer. If you do not renew or return your book, you and your parent/guardian will be notified through email.

If overdue notices are ignored, you will be blocked from checking out books.

You may access your library account by logging into Destiny Library and clicking the **My Info** tab.

Destiny Login

Click **Sign in with Google** and enter your Hart district username (email address) and password.



Locating Books in the Library

Understanding Call Numbers

Have you ever wondered how library books are assigned their places on the shelves? Did you know that the call number—the **numbers and letters placed on the spine of the book**—is a code that provides information about the book?

What Is a Call number?

Each book in the library has a call number. A call number is like an address: it tells us where the book is located in the library. The call number system was created by American librarian Melvil Dewey and is referred to as the **Dewey Decimal System of Classification**.

Dewey Decimal System

The Dewey Decimal System groups materials into ten (10) basic categories for the **Nonfiction** and **Reference** sections of the library. This makes it easier to find items on the shelves.

Fiction (FIC) and **Story Collection (SC)** books are shelved separately and organized by the **1st three letters of the author's last name**.

DEWEY DECIMAL CATEGORIES

000 General topics and Encyclopedias

100 Psychology and Paranormal Phenomena

200 Religion and Mythology

300 Social Sciences—social issues, education, law, government

400 Languages and Communication

500 Science and Mathematics

600 Technology and Medicine

700 Art and Recreation—painting, music, photography, films, sports

800 Literature—poetry, plays, literature

900 Geography and History

921 Individual Autobiographies and Biographies

Dewey Decimal signs are located at the top of each shelf end

Textbook Policies

Most textbooks are checked out for the school year.

Class novels are returned when you are finished.

Consumable textbooks/workbooks are NOT returned and may be recycled.

If you lose or damage a book, you will be billed and notified through your student email. If notices are ignored, you will be blocked from checking out books.

You may view your textbook account by logging into Destiny Library and clicking the **My Info** tab.

Destiny Login

Click **Sign in with Google** and enter your Hart district username (email address) and password.



CA School Library Standards

1. Students Access Information

Students access information by applying their knowledge of the organization of libraries, print materials, digital media, and other sources.

1.1 Recognize the need for information

1.2 Formulate appropriate questions

1.3 Identify and locate a variety of resources using multiple search strategies

1.4 Retrieve information in a timely and safe manner

2. Students Evaluate Information

Students evaluate and analyze information to determine appropriateness in addressing the scope of inquiry.

2.1 Determine relevance of information

2.2 Assess comprehensiveness, currency, credibility, authority, and accuracy of resources

2.3 Consider the need for additional information

3. Students Use Information

Students organize, synthesize, create and communicate information.

3.1 Demonstrate the ethical, legal, and safe use of information in print, media, and digital resources

3.2 Draw conclusions and make informed decisions

3.3 Use information and technology collaboratively and creatively to answer a question, solve a problem, or enrich understanding

4. Students Integrate Information Literacy Skills into All Areas of Learning

Students independently pursue information to become life-long learners.

4.1 Read widely for information, personal interest, and life-long learning

4.2 Seek and share information

4.3 Appreciate and respond to creative expressions of information

Frequently Asked Questions (FAQs)

FAQ 1: What are the Library hours for book checkouts, returns, and holds pickup?

A: 7:45 am - 3:45 pm

FAQ 2: May I put a library book on hold for pick up?

A: Yes, click the **Destiny Library** tab in this guide for directions.

FAQ 3: How many library books may I check out at a time?

A: **3** books (not all from the same series or author)

FAQ 4: May a parent or guardian pick up or return a book for me?

A: Yes, parents/guardians should bring your class schedule and/or ID number/card.

FAQ 5: What if I cannot access my **Infinite Campus** account through the Google waffle apps?

A: If access is denied or your account is disabled, contact the **Registrar's Office**.

FAQ 6: What if I cannot log into my school **Google** account?

A: Please see any Library staff member, administrator, or administrative assistant.

Keep on Reading!

Check back for updates!

