

Keys to Your Success

One key element to your success is to begin using the library and its resources early in your high school career. Getting to know your librarian and her staff could prove invaluable to you through the years.

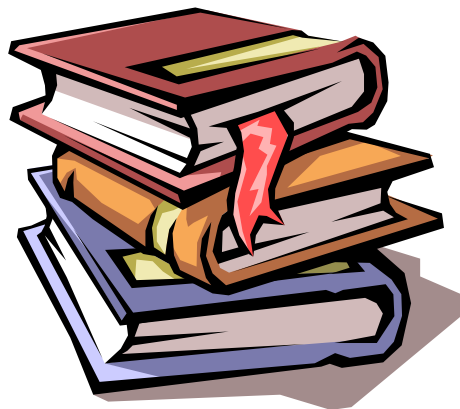
Also, never put off 'til tomorrow what you can do today! The Library is a very busy place, and technology is sometimes stubborn. Stay ahead of your assignment due dates and never get caught in a bind.

Twelfth year as Librarian at CCHS.



Ms. Davis

Open Your Mind With a Book



Bryant Memorial Library

Clay County High School
One Panther Drive
Clay, WV 25043
Phone: 304-587-4226
Email: vlDavis@access.k12.wv.us
www.claycountyhighschool.org

Bryant Memorial Library

Welcomes You

Freshmen Orientation 2010

***Back
TO
School***

Fall, 2010

Policies and Procedures

Bryant Memorial Library

We encourage active study and exploration of all resources in the library. Our mission is to support the curriculum of Clay High School. We provide access to current, adequate and appropriate information resources. We desire to assist all students and staff members in becoming effective users of ideas and information. The library includes career resources and a computer area. If you need help, please ask. Respect the needs of others and follow the established policies.

We hope to see you often!

STAFF: Remember, we are here to help you!

Ms. Davis, Librarian

Library Assistants:

1st Semester

*Danielle Ramsey, Caitlyn Ellis,
Samantha Tanner*

- >Regular book checkout period is two weeks. (Exception: ready reference books: Overnight)
- >If you have an overdue book you cannot check out library materials.
- >Students will not get report cards until overdue items are returned or paid for.
- >There is a \$.10/day fine for overdue books or magazines.
- >Periodicals are available at the circulation counter, and may be checked out overnight.
- >You may have a total of three items checked out at the same time.
- >All lost items must be paid for. There may be a replacement cost, service charge and fines.

· Please allow time to check out. If you wait until the last minute you may be late for class.

SERVICES

What we do for you

- Provide instruction and help in the use of library information, materials and equipment.
- Provide a quiet, attractive, and friendly place for study.
- Provide help and resources for assignments and personal information needs.
- Provide recreational books, information and materials.
- Purchase books, materials, and equipment to support CCHS educational goals.



RESOURCES

What we have for you

- **In print:** Books, magazines (current and back issues), newspapers, career resources; Encyclopedias
- **Electronic:** Internet resources, CD software for classroom use, Office 2003 and 2007 with Word Processing, Database/Spreadsheets, Presentation Software
- **Equipment:** Computers, TV's, VCR's, scanner, LCD Projectors, laminator.



Policies and Procedures continued

- >Sign in at the Circulation Desk
- >Speak quietly and behave in a manner consistent with study.
- > During class time you must have a pass to use the library.
- >Pass through the entryway in an orderly manner and lower your voice.
- >All items taken from the library must be checked out.

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