



# THE KING'S ACADEMY

## Thirteen Things to Know About TKA's Library

2022-2023

- 1) **We Are Here for You!** Need help researching? Looking for a quiet place to study or read? Want to work on a group project? In search of a good book? Up for trying a new board game or hobby? This is the place for you! Please ask any of the library staff for assistance. We love to help!
- 2) **Respect One Another and the Library Space.** While the library is for you, it's also for others. If students are trying to focus, please be considerate! **Food & beverages (except water) are to be enjoyed outside the library.**
- 3) **Hours:** The library is open on regular school days from 7:30 a.m. until 5:00 p.m. Monday-Thursday; 7:30 a.m. until 4:00 pm Friday, on half-days, finals-days, and any day preceding a non-school day.
- 4) **Resources:** Library resources include over 12,000 volumes, 18 periodical subscriptions, and 36 databases with 24 hour home access. Collaborative space and a Quiet Zone with 7 computer workstations are also available. Please contact Mrs. Calina Okazaki at x4233 or [calina.okazaki@tka.org](mailto:calina.okazaki@tka.org) for questions regarding the library and its resources.
- 5) **Your Library Account:** From your account, you may search the library catalog, access pre-evaluated websites & databases, place holds, and renew materials. See Mrs. Okazaki or the library staff for assistance.
- 6) **Library Loan Policies:** Please check out all library materials before leaving the library. All items are checked out for 2 weeks with a few exceptions. Reference materials & games are checked out on a case by case basis. Up to 10 items may be checked out at one time. If an item is lost, eaten by your dog, etc. please let Mrs. Okazaki know ASAP.
- 7) **Textbooks:** Please cover all textbooks by the **3rd day** of school in order to prevent damage to your books. We have supplies to cover textbooks if needed. **If a textbook is damaged/water-stained, please let Mrs. Okazaki know ASAP. These books can often be saved if reached in time! If not, full cost replacement fees apply.**
- 8) **Library Passes:** Remember to ask your teacher for a library pass if you are going to visit the library during class time. Such visits are up to the discretion of the teacher and library availability.
- 9) **Quiet Zone Policies:** The Quiet Zone computers are for student research and homework use. Computer games & social networking sites are not permitted. **Remember, the Quiet Zone is for silent study only!**
- 10) **School Devices in the Library:** During class periods, students are welcome to use school devices at the large wooden tables in the Main Library or in the Quiet Zone to work on school related assignments. Please refrain from using your devices in the Stacks or the Lounge area.
- 11) **Color Coded Book Labels:** While browsing the library, you will see different colors on the spines of the books. Here's what they mean! White = available to all for check-out; Green = 8th grade & High School; Purple = High School only; Copper = 11th/12th only; Blue & Yellow = Part of the *50 Books Before You Graduate Reading Challenge*.
- 12) **Library Google Classroom:** We are always in the midst of adding new exciting content for you! Make sure to join the **Library's Google Classroom (class code: n5axiiv)** for unboxing videos and more! Stuck on a research assignment or want someone to talk through the research process with you? Contact Mrs. Okazaki
- 13) **Remember Morris:** Morris the alligator loves recommendations! If you have a book, magazine, DVD, board game, etc. that you would like to see added to the collection, please jot the title down on a piece of paper and put it in Morris or submit the virtual form! Mrs. Okazaki looks over every suggestion.