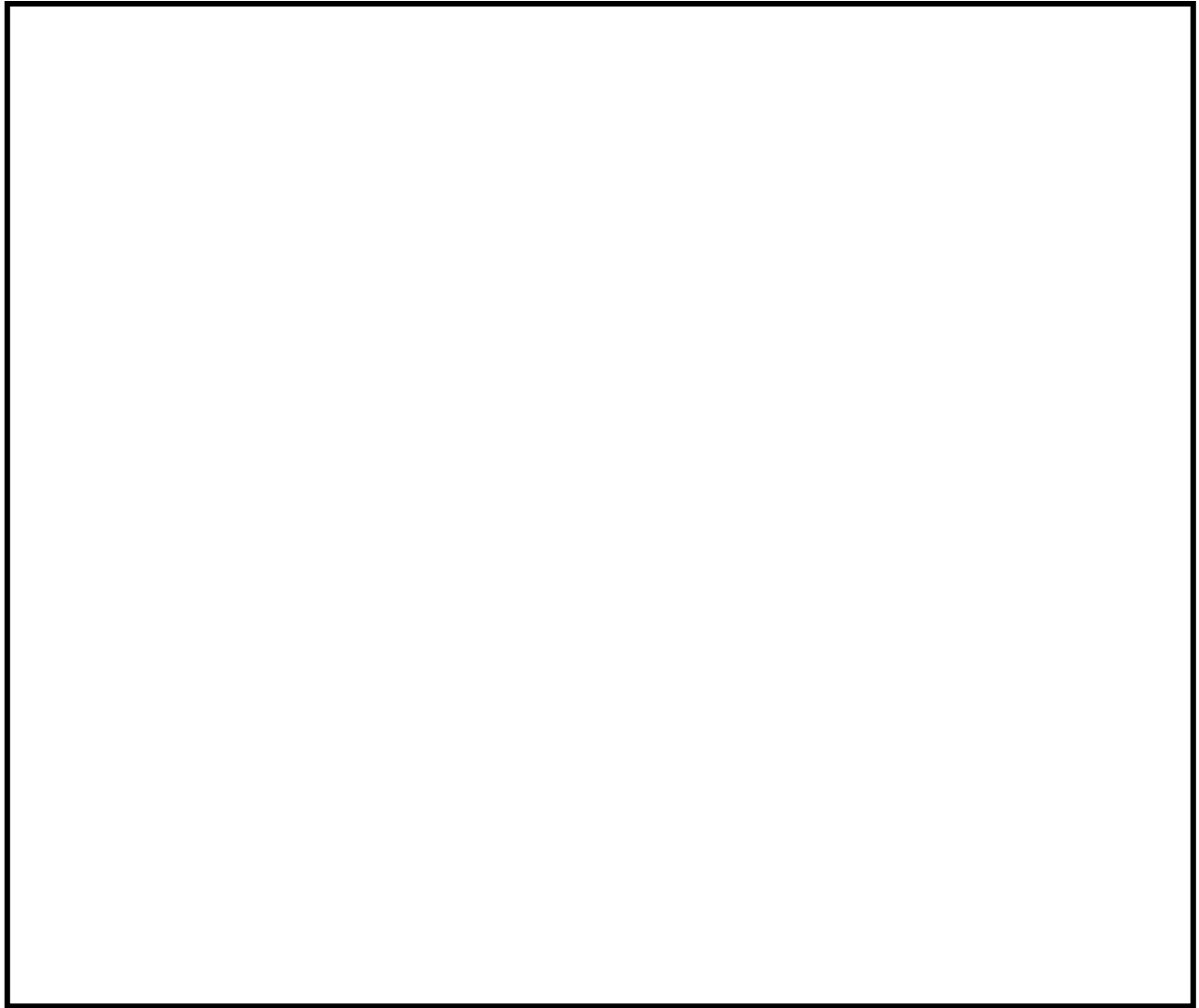




Guiding Ohio Online

Getting to Know Your Library: The Books!

In the area below draw a map from the computers in the library to the books about computers
(Typically the 005 section of Nonfiction):



Add to the map 1) where the books on resumes or job searches are and 2) where the restrooms are.

Questions to Ask Your Site Supervisor:

If the book I need is checked out, can I get it from somewhere else? (AKA interlibrary loan).

Are there computer books that never leave the library? (AKA reference)

If there's a book I need to help patrons, is there a way to make it unavailable for patrons to take home (AKA on reference status)? Who would I talk to about that?

If there's a book or a topic that you would need to better help patrons can it be ordered? Who would I ask about that? *Example: a book on Microsoft Excel*

Does the library have book displays? What are the rules around book displays?