

## The Research Cycle



1. Develop broad open ended *questions* to which you do not know the answers.
2. *Plan* what books, magazines or internet sites you will read to locate useful information.
3. *Gather* facts and bibliographic citations on note cards. Keep your original questions in mind!
4. *Sort* through your notes and see if you have answered all your questions. Discard useless information. Cycle back if you need more information on a certain topic.
5. *Synthesize* the new information with your prior knowledge. Make connections and make sense of these new facts.
6. *Evaluate* your work. Redo, edit, and fix parts to make this project your "best" work. Understand your facts!
7. *Produce* a final project to share with your teacher and classmates.



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### LIBRARY MEDIA OUTCOMES . . .

1. Access information.
2. Review, evaluate & select information.
3. Use information effectively.
4. Use information ethically.
5. Monitor process & product.
6. Appreciate literature & creative information.
7. Participate in groups.



### EXPECTATIONS . . .

1. Return library materials on time.
2. No chewing gum.
3. Follow directions.
4. Use "quiet" voices at all times.
5. Respect self, others and property.

### RETURNING BOOKS . . .



Use the hallway Book Drop or the Book Drop inside the library to return all materials.

### LOST BOOKS . . .

**Students will be charged the replacement cost for all lost library books.** A refund will be issued for all "LOST" and later "FOUND" books.



### INTERNET ACCESS

The computers in the library have internet access. Students with a signed Acceptable Use Policy may independently visit internet sites that support curriculum or classroom projects. Students may NOT play online games or use email. Review the county's AUP guidelines for details. **Violations will result in student access being denied.**

### OPAC . . . Online Public Access Catalog

The traditional paper card catalog is long gone! The new **automated card catalog** is called the OPAC.



### CIRCULATION . . .

Students should memorize their 3-digit library patron number. An adult will check out books to students at the circulation desk. Students will write the date books are due in their planner as a reminder.

1. Books are due in **two Tuesdays**. Renew books if you need them longer.
2. Students are given a 5-day "grace period" for late books. **Books returned 1 to 5 days late will not be charged any late fine.** However, books returned 6 or more days late will be charged at a rate of 10¢ per book per day. The fine will be calculated from the original date due of the book (minimum 60¢ fine). Students may work before or after school to pay off library fines.

### FOOD FOR FINES . . .

To support local food banks, our library accepts nonperishable foods in lieu of late library fines. Students may donate 1 food item for every 50¢ owed in late book fines.

### OVERDUE NOTICES . . .

Students are notified three ways if they have late library books.

1. Every Wednesday a detailed list is delivered to reading teachers indicating all students with overdue books.
2. A grade level list is posted in the hallway outside the library. Additional lists are posed in the front hall and outside the 7<sup>th</sup> grade classrooms.
3. Students will receive an individual bill for any late library book one week prior to report card time and school dance dates.

**Students with overdue books, unpaid library fines, or book bills will be excluded from school dances until library accounts are cleared.**

### PROPER BIBLIOGRAPHIC CITATIONS AND AVOIDING PLAGIARISM . . .

Students are expected to cite all resources used for school projects. Use the Standard Works Cited Form found online or in the library. Plagiarism is willfully taking the work of others and representing it as your own. There are three ways to avoid plagiarism: paraphrasing, parenthetical documentation, and direct quotes. Plagiarism is a serious offense that has consequences. Visit this site for more info:  
<http://library.acadiau.ca/tutorials/plagiarism>

### SCHEDULE . . .

The library has a flexible schedule. This means students do not have a regular library day, but visit the library when warranted by a class project.



### REPORT CARDS . . .

Students will not have Library on their middle school report cards, however they will have various graded projects, assignments, and homework to complete.

### MARYLAND BLACK-EYED SUSAN BOOK AWARDS . . .

Each year 8-10 novels are nominated for this prestigious award. Only students in the state of Maryland may vote for the **"BEST" book**. Check the circulation desk for details.

*Connect @ your Library*