

## Student Services

### Library

The school library is open for students throughout the day. Students are required to have a current student card or timetable + photo identification in order to borrow materials from the school library.

Available Resources	Loan Periods
<ul style="list-style-type: none"><li>• Books (fiction and non-fiction)</li><li>• Encyclopedia (print and electronic access)</li><li>• Magazines (print and electronic access)</li><li>• Videotapes and compact disks</li></ul>	Normal loan—three weeks Reference materials—overnight only Videotapes—overnight only Compact disks and equipment—one (1) day loan

Note: Home access is available for electronic databases (for magazines, newspapers, encyclopedia, etc).

**Virtual Library:** <http://virtuallibrary.wrdsb.on.ca>  
**User Name:** wrdsbvlb  
**Password:** inquire

Students are responsible for returning all materials by the due date.

Past due/fine notices are regularly distributed to students. Students are expected to respond to the first notice and return materials or clear fine accounts immediately. Student privileges may be withheld until accounts are cleared.

### Computer Access in the Library

Computers are reserved for academic purposes and classroom use receives the first priority. The computers in the school library are connected to the school-wide network and any use of this resource is an automatic acceptance of the School Board's *Code of Digital Conduct* (details available in this handbook). Please review these regulations before using any computer equipment in the school.

### School Library Web Page

<http://hrh.wrdsb.ca/library> provides access to a wide range of electronic resources for research and study skills. These resources may be used at school or at home. Please see the teacher-librarian for user names and passwords for at-home access to copyrighted material.

### Saving your work

Each student has access to a dedicated space on the Huron Heights network server to save his or her work at school. Students are encouraged to make use of virus software when transporting data from school computers to home computers via memory stick or disk.

### Printing from computers

Costs for printing from the printers are posted in the school library and throughout the school. Additional print credits may be purchased in the library

### Food and Beverages

Food and beverages are not allowed in the library.

