1. **Hours:**
   - Mon. Tues. Thurs. 7:30 – 3:45  closed 12:45-1:45
   - Wednesday 7:30 – 3:45  closed 1:00 – 2:00
   - Friday 7:30 – 3:30  closed 12:45–1:45

2. **Book Look-up**
   To find a book in the library, start at one of the computers. Click on the icon **OPAC**. You can enter the author, title or keyword (subject i.e.: snowboarding) in the query line and click on the search button. Once you find the book, you should check the status to see if it is available and if so jot down the “**call number**” (book address).

3. **How to Find Your Book:**
   a. A **call number** is a group of numbers and/or letters put together to tell you where in the library to find your book.
   b. The different types of call numbers that we have here at BOHS:
      1. **FIC** - Fiction
         - Author
      2. **###.#** - Non-Fiction
         - Author
      3. **92** - Biography/Autobiography
         - Name of Subject
      4. **O** - Oversized
         - ### or 92 Author
         - these are the oversized books that have their own shelves.
      5. **R** - Reference Books
         - Author
      6. **SC** - Story Collection (or Short Stories)
         - Author
c. Where to find the different types of books:

1. **Fiction books** – Start in the bookshelves in the lounging area by the stuffed chairs. Here you can find Fiction books with Authors last names beginning with A or B. The Fiction books (C – Z) continue in the bookshelves along the window. Each of the aisles are marked to let you know what is down that particular aisle.

2. **Non Fiction books** – these books are marked using the Dewey Decimal System. The Dewey Decimal System (DDS) is a system used to classify books into 10 categories. The books are then arranged within each category. The different categories are:
   - 100’s  Psychology and Philosophy
   - 200’s  Religion and Mythology
   - 300’s  Sociology
   - 400’s  Languages
   - 500’s  Natural Sciences
   - 600’s  Applied Sciences
   - 700’s  Fine Arts and Recreation
   - 800’s  Literature
   - 900’s  Geography and History
   - 000’s  General – encyclopedias, journalism, controversial, etc.

The Non Fiction books can be found in the bookshelves down the aisles identified by call numbers that are numeric (not FIC). The Non Fiction section begins with the shelves closest to the door.

3. **Biography/Autobiography (92)** - Biographies (the written history of a person's life) and autobiographies (books written by the individual about their life) are cataloged and shelved a little differently. Each has been assigned call number of 92 followed by the subject’s last name and they are all located on the back wall behind all the aisles of books. They are sorted alphabetically by the individual’s last name, i.e.: Woods (for Tiger Woods).

4. **Oversized Books (O)** – These books are mainly non-fiction and biographies. They are all shelved in the area marked OVERSIZED down the middle aisle. If your call number has an O
go to the Oversized section and you should find your book.

d. **Reference Books (R)** – Reference books are to be used in the library only. You cannot check out reference books. Examples of some of our reference books are dictionaries, encyclopedias, Art of the World, Story of Painting, Encyclopedia of Artists, Heritage of Music, Great Athletes, Short Story Index, Play Index, Quotations, Literary Criticism (Contemporary, Nineteenth and Twentieth Century), British Writers, etc. The books are located in the front of the library in the low shelves marked “Reference”.

e. **Story Collection (SC)** – These are short story books (collection of stories in one book) and they are located next to the Biography section. The aisle is marked with a SC.

*Note* - Remember this rule for how the books are shelved: **left-to-right, top-to-bottom**. That means you start at the **left** on the top shelf and move to the **right** until the shelf section ends. Then, you go to the **next shelf section beneath** that and do the same, **left to right, top to bottom**.

4. **Other Library Material that can help with your research:**

a. **Magazines** – The library has quite a few magazines, some dating back to the seventies and eighties. To find a magazine article, use a copy of the Reader’s Guide to Periodical Literature and a copy of our magazine list (both located on the table by the water fountain). Browse through the reader’s guide and find some articles that interest you. Then check our magazine list to see if we have the issue that your article is in. Finally, fill out a Magazine Article request form and we will copy the article for you. See the librarian for any questions.

b. **Computers** – The library has 40 networked computers for student use. There are two printers that are always available. We ask that you keep your printing to no more than 10 pages. We also have a copier for student use. The cost is 10¢ per page.

c. **Pamphlets** – The library has pamphlets on many subjects that you can borrow. There is a pamphlet list (also on the table) for you to peruse.
d. **Controversial Topics** – The library has information on a number of controversial topics. A list of the topics can be found on table by the water fountain.

Please feel free to ask any questions! We are here to help you!

Thank you!

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