



# Orientation

2022-2023

How the Learning Commons can help you be successful

# Welcome in our Learning Commons

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My Name is Mrs. Lackie – Librarian

Things we will be going over today:

- Rules and expectations
- Things you will find in the Learning Commons
- Things we have to offer you

# What are the expectations in the Learning Commons?

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- ❖ The Learning Commons is a **place to work** quietly independently or collaborate in a group, using computers or pen and paper.
- ❖ The **noise level** should be appropriate (if I can hear you at my desk, you are too loud!)
- ❖ **Check the board** on the way in to see what side of the LC you should be sitting on ( Lobby or Courtyard)
- ❖ The **tables and chairs** are arranged in a permanent place so please leave them where they are. If you move a chair to another table, move it back when you are done.
- ❖ **Before you leave** the LC make sure all chairs are pushed in and everything is picked up ( garbage, paper etc)

## More expectations....

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- ❖ **Do not disturb** others who are here working, its not a place to stop and visit during class time
- ❖ The **sign out sheet** for the bathroom is on the table in front of my desk
- ❖ Lastly, **be respectful** to everyone and everything – This space is a privilege to visit. It is used by the whole school and needs to be a safe, clean, useful space for all.

# Fire Drill & Lockdown Procedures

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- Fire drill – **visiting with a teacher**
  - Go out the door, to the right, down the stairs and out the front door
  - You then follow your teacher to their designated spot
- Fire drill – **visiting without a teacher**
  - Go out the door, to the right, down the stairs and out the front door
  - You then follow me to my designated spot which is on the left side going down the main driveway
- Lockdown – **visiting with or without teacher**
  - Interior or Exterior threat- you will go to the back room quickly and quietly. Lights off and have a seat.

## Visiting the LC with a Staff Member

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- You sit where they would like you to
- If you are here to use a computer, you first must use the desktops
- Keep your voice level down
- This is an extension to your teacher's classroom; rules are to be followed

# Visiting the LC without a Staff Member

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- A note must accompany you to the Learning Commons – if not, you will be sent back to get one from your teacher
- You are here to work, so please do not disturb others that are here ot work

# Borrowing Laptops

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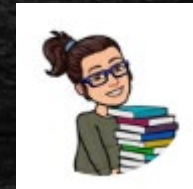
- You may borrow a laptop for **one period** at a time
- You must sign it out on the **sign-out sheet** on top of the laptop pod
  - Your name must be printed clearly as well as the teachers name, if not you will not be able to borrow one the next time (We need to know where they are at, at all times)
- When you are done using it, **log out and shut it down properly** – if not done correctly, you will be asked to do it correctly before you leave.
  - Lower left corner – log out
  - Wait until welcome screen comes on before hitting the power button
  - Wait until the light has gone out on the power button before closing the cover
- **Sanitize** the laptop when you are finished.9



# Using the LC Printer

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- First and most important thing is that students are not to take things off the printer.
- You may print off school related work to the printer
- If you are using a school computer make sure you select "1818Library" as your destination
- If you want or need to print from your own device ( phone, laptop, tablet) you will need to either email or share the file to myself or your teacher and we can print it for you.
- My email is [holly.lackie@nbed.nb.ca](mailto:holly.lackie@nbed.nb.ca) with this picture



# All things Books...

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- We have a **great selection** of fiction books to offer
  - Genrefication set-up
- **Always ask** if you can't find the book you are looking for
- There is a **book request form** to fill out - if we don't have a book or series you may like to have added to our collection
- Books can be taken out for **3 weeks**
- If not returned, you will be **responsible for paying** the replacement fee

# Researching – MLA Format – Fact Checking

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- For **researching** you can use EBSCO Host

- [search.ebscohost.com](http://search.ebscohost.com)

User ID:

Have expired – will get new  
and let your teachers know

Password:

- Most teachers like you to use **MLA formatting** for your essays  
–Here is a link to help you understand it [MLA Format](#)

# Learning Commons Helpers

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- Looking for some "helpers" for the Learning Commons

## What this would entail:

- ~ Organize books on the shelves
- ~ Dust books and shelves
- ~ Help prep and carry out activities run by the LC
- ~ Learn how to use the different equipment in the LC

Book Club

Board Games

Other Activities Available in the  
Learning Commons

Heat Press

3D Printer

Cricut