

# Student Information

## Oaks Christian High School Library

### 2024-2025

## *Library and* **ATRIUM**

**Library Breakfast Club Monday-Friday 7:15am-8:15am**

- The Library & Atrium are for individual and collaborative academic work.
- Food and drinks are permitted ONLY in the Atrium.
- Please use trash & recycle receptacles to clean up after yourself in the Atrium and Library.
- Distruptive behaviors are not acceptable; please work quietly and treat others with respect.
- Disciplinary actions: verbal warning; referral form; detention; loss of Library privilege.

## *Technology and* **CIRCULATION POLICIES**

**Laptop and charger self-check-out are available at the circulation desk.**

- We require OneCard for laptop and charger self-check-out.
- Keep computer, email, and AXIS passwords private, do not share with friends.
- Students will be charged for any late, damaged, or lost library items.
- Wireless printing is available; ask staff for assistance.
- Courtesy reminders sent via AXIS messages for late items and fines ( please check often).
- No video games during school hours.
- No airpods. Only headphones allowed for OCO and Foreign Language classes.
- Black & white print /copy \$0.15; Color print/copy \$0.25 page

## *Library Resources and* **STAFF**

RESOURCE:	CHECK-OUT TIME:	LATE FINE:
ACADEMIC DATABASE	AXIS/RESOURCES/HS LIBRARY	
PRINT BOOK	2WEEKS	\$1.00/DAY
SORA/OVERDRIVE EBOOK & FLIPSTER EMAGAZINE	2 WEEKS	
LAPTOP, CHARGER, HEADPHONE, TEXTBOOK	1 SCHOOL DAY ( ON-CAMPUS ONLY)	\$10.00/DAY
PHONE CHARGER	1 SCHOOL DAY (ON-CAMPUS ONLY)	\$3.00/DAY
CLASS SUPPLEMENTAL BOOK	1 SCHOOL DAY ( ON-CAMPUS ONLY)	\$1.00/DAY

HEAD LIBRARIAN	MRS. DIANA KIM-YOON, M.L.I.S.
LIBRARY ASSISTANT	
LIBRARY PHONE NUMBER: 818-575-9230	E-MAIL: DKKIM@OAKSCHRISTIAN.ORG
HOURS	MON-THURS 7:30AM-4:00PM;FRI 7:30-3:30PM