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Alice Buffett Magnet Middle School

14101 Larimore Avenue  
Omaha, NE 68164-5135  
(402) 561-6160

Library Media Center Handbook

Omaha Public Schools

2010-2011 School Year

School Hours:

7:30 AM – 2:40 PM

Library Hours:

M/W/F 7:30 AM – 2:40 PM

T/TH 7:30 AM – 4:30 PM

\*Students who ride a bus must be signed up for the late bus prior to lunch block in order to stay in the library after school hours.

Grades:

5th through 8th grades

Library Media Center Mission:

* to provide a safe learning environment for all students to reach their highest potential
* to be an integral part of the school environment
* to provide quality resources to students and staff
* to promote a lifelong love of reading and learning
* to encourage staff to integrate library resources into their everyday academic lessons

(adapted from the Mission Statement for the Whittier Elementary School Library Media Center, <http://schools.fcps.org/whes/lmc/missionstatement.htm>)

Picture Books

Reference Desk and laptop

Check-out Fiction

Tables

Reading

Chairs

Non-Fiction

Reference Non-Fiction

1. Choose a general topic
2. List some key words that will help you look up information
3. Do a general search to find some information on your topic
4. Narrow your topic down into something you can write about well
5. Write your thesis statement
6. Brainstorm ideas/questions about your thesis statement
7. Find sources you can use for research in the library and on the computer
8. Make an outline using answers to your questions and interesting information that you have found in your research
9. Write the body of your paper using your outline
10. Cite the research you used in your paper
11. Write the introduction and concluding paragraph to compliment the information in the body
12. Read over your paper, check for errors, use spell check for spelling and grammar mistakes, add any missing punctuation
13. It is often a good idea to have someone else read over your finished product to check for any errors

(Adapted from Basic Steps to Completing a Research Project, <http://www.crlsresearchguide.org/>)

Search Library Catalogs

The Buffett Library Catalog has many resources available, on the Buffet website ([www.ops.org/middle/buffett/](http://www.ops.org/middle/buffett/)) there are links to the following:

Buffett Library Catalog (find a book)

OPS Online Databases

Books with AR quizzes

Sources Available in the Buffet Library

Fiction books: books that are made up by the author, or are not true stories

Non-Fiction Books: books that are true, about real places, people, things and events.

Encyclopedias: a type of reference book containing articles on a wide range of topics

Dictionary: a book containing a collection of words in alphabetical order with usage, information, and definitions of words in a specific language.

Thesaurus: a book containing synonyms of for words in a specific language

Almanac: a book published annually that includes information such as the weather and other miscellaneous information according to the year it is published

Atlas: a collection of maps bound in book form

Magazines: publications usually put out on a regular basis that contain many different articles on various subjects, usually published according to subject matter

Newspapers: a daily or weekly publication that contains news events that pertain to a specific school, business, city, state, or country

Internet: a global network that includes a variety of information on the web which includes search engines, articles, online books, blogs, etc…

Evaluating your sources of information is important when you are researching any topic. Use the following guidelines when you are searching for information.

* Quantity: make sure that you have enough resources to support your thesis or topic, include a variety of information
* Date: when were the sources that you are using published? Be sure that it is appropriate for your project. When you are researching current events your resources should be recent. If you are researching a historical topic, it is best to use a variety of resources from different time periods.
* Quality and Reliability: In order to determine the quality and reliability of your sources, you should look at who the book was written for, what was the purpose of the publication, does the author agree or disagree with the other authors you have selected?
* Using the Internet: You must be extra careful when using the internet as a resource. Not everything that is on the internet is true. Make sure that you lok at who the author is, who is the publisher, how current is the information, do they refer to other sources, can you verify where they got their information? There are many good sources on the web, but one must be careful that they check the reliability before using the information as fact.

(adapted from John Hopkins University library information: [www.library.jhu.edu](http://www.library.jhu.edu))

What is plagiarism?

Plagiarism is taking someone else’s words or ideas and using them as if they were your own.

How to avoid plagiarism:

To avoid plagiarism, one must give credit whenever you use another person’s ideas or writing, facts and statistics and artwork, quotes from another person’s actual spoken or written words, and/or a paraphrase of someone else’s spoke or written words. (writing tutorial services, www.indiana.edu)

Properly citing sources:

The most commonly used format in writing is the APA style of citing sources. Academic authors are often required to use this format in papers and publications. Here is an example of proper APA citation:

Last Name, First Name (Year of Publication). *Title of work: Capital letter also for subtitle.* Location: Publisher.

(from the Purdue Online Writing Lab: owl.english.purdue.edu)

The MLA format is also used to site in-text citations, it is similar to the APA citing format. Here is an example of the same citation as above in MLA format:

Author. Title of Book. City of Publicatoin: Publisher, Year.

(from MLA citation examples HCC Library: Honolulu.hawaii.edu)

Your teacher will let you know if you are required to use one of the above citation methods in research papers that have been assigned to you. If you need further assistance, please feel free to come into the library for help.