

## Library Services



### Welcome to the QAA Library

The Library provides a quiet atmosphere where students can do research, read, study, and work on assignments. The computers are for academic purposes and provide access to the Internet and reference databases. Computer games, email, and chat rooms are prohibited.

### Visit [www.qaa.qc.ca](http://www.qaa.qc.ca)

Click *Academics*, then *Library* and find links to:

- New books
- QAA Online Databases
- Subject Guides
- MLA Citation

**Students must have their STUDENT IDs to borrow Library materials.**

### Library Policies

#### Circulation

Books, vertical files, audiovisual materials. . . . . 2 weeks  
Magazines . . . . . 1 week  
Material on reserve. . . . . Overnight

- A maximum of four items at a time may be borrowed.
- Students must return borrowed materials on time to the Circulation Desk. The Book Drop may be used if the Library is closed.

**Fines:** 25¢ per item per day (maximum \$3.00)

- Check out all items at the Circulation Desk before leaving the Library.

**Food and beverages are not permitted in the Library.**

### Reference Services

#### Our Library Technician gladly provides:

- help finding information and locating resources (print, non-print and electronic)
- help searching the automated catalogue
- instruction in library and literacy skills
- instruction in search strategies and online resources
- customized searches (eg. science fair projects)
- help with MLA bibliographic format

### Resources

- ◆ Automated catalogue and circulation system
- ◆ Over 10,000 books, English and French
- ◆ Over 600 vertical files of newspaper clippings, magazine articles, government publications, maps, and posters
- ◆ 30 periodical subscriptions (current and back issues)
- ◆ Newspapers (*The Gazette* and *La Presse*)
- ◆ 70 videocassettes, tapes, films

#### Subscription Databases

- (accessible at QAA and at home)
1. EBSCO (full text magazine/newspaper articles)
  2. Britannica Online
  3. Career Cruising

#### Printing Advisory

Use the library printer with library computers, not printers elsewhere in the school.

### Facilities

- ◆ Seating accommodation for about 70 students
- ◆ Carrels for individual study
- ◆ 27 networked computers
- ◆ One CD player
- ◆ Photocopier (black & white copies at 10 cents per page)
- ◆ Laser printer
- ◆ Reading nook

### Printing Allowance

Annual quota allotted by QAA:  
\$15 (150 sheets)

10¢ each (b/w), 50¢ each (colour)

Charges are deducted from student accounts with each page printed.

A student may purchase additional pages by depositing \$5 (*in an envelope with her name and homeroom clearly indicated*) in the Finance mailbox in the Art corridor.

**The student must then send an email to Ms. Moss.**