

Library  
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Information Center Handbook  
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2015-2016  
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**PLEASE SHARE THE INFORMATION BELOW WITH STUDENTS**

**Information Center Facility**

Our lab-library arrangement allows print and electronic materials to be centralized in one location. This provides staff and students access to a wide variety of information sources.

**Library Information Center Goals:**

- To develop independent learners by providing instruction in the location, retrieval, organization, critical evaluation, and presentation of print and electronic information.
- To provide research materials for all curricular areas.
- To promote and encourage recreational reading and research.

**Library Information Center Staff:**

- Betsy Mitchell – Librarian
- Jane Cullen – Library Assistant

**Library Hours:**

Monday – Friday 7:00 to 3:00

Pre-signed passes are required before and after school. 11:15 to 12:15 is reserved for our lunch, planning and addressing technology issues. Since this timeframe crosses different periods depending upon the grade level, please consider sending individual students who wish to select books, etc. to the library from 10:44-11:15. Please note that from 11:15 to 12:15 the facility does remain open for full classes supervised by their own teachers.

**Media Team**

**Meeting Time: Closed – Period 6 (11:59-12:48) on Thursdays.**

Whenever possible, please try not to book classes that require the assistance of Media Team members during this period. Media Team members include: Mark Rineer, Dan Dearing, Jerry Cross, Jane Cullen and Betsy Mitchell. Please note that in the past, Dan was responsible for the integration of technology at the High School and Junior High. This year Dan will be working in all schools. In addition, although Jerry and Mark are stationed at BJHS, they will also be at Coffin and HBS when needed.

### **Computer Accounts, Passwords, Computer/Internet Use Forms, and Media Release Permissions:**

Teachers are reminded that students who have not signed an *Internet Use Form* are not permitted to use the computer network. Please also check Media Release Permissions before publicizing student photos, etc.

**Student passwords, user names, and permission information are available on SchoolMaster.** Please see any Media Team member if you do not know where to access this information.

**Grade 6:** Assignment of computer accounts for grade 6 students is complete. Teachers can access these on SchoolMaster.

**Grades 7 & 8:** Students will use the same passwords and user names as last year.

**New Student Computer Accounts:** Computer passwords and accounts for students who are new to the school will be generated downtown once AUPs are signed.

**Flash drives:** No flash drives will be distributed this year.

**Library Use (Testing & Other Bookings):** On occasion, the library is used for testing, team projects and other purposes. We will send out memos for closures related to testing and other bookings.

### **Library Opening Date:**

Staff: Monday, August 24.

Students: On an as needed basis, we will sign books out to all students as of Tuesday, September 1. We will send out a memo when we can open for study hall students. This will happen once the laptops and other equipment that are currently being stored at the back of the library are distributed.

**ID cards:** Cards are not required for circulation of materials. If you need a replacement ID card, please fill out the form available in the front lobby. We will take your picture in the library if needed and send it to the person responsible for making the cards.

### **Fire Exit:**

Exit to front of building via the back stairs near the computer lab. These stairs are **NOT** for general use by students. The alternate route is via the Library entrance and down the front stairs, exiting through the front lobby.

### **Elevator:**

Students are **not** permitted to use the elevator unless they have special passes or permission. **The elevator is not to be used by anyone during emergencies and fire / CMT drills.**

### **Lab Access:**

1. Walk straight to the end of the library, make a left turn and walk to the lab entrance. Reverse route on exit.
2. Please **DO NOT** cut across the library, as this is disruptive to classes and individuals using the facility.

**Hand Sanitizer:** Everyone is encouraged to use hand sanitizer (located at the entrance to the library) upon entering and exiting the library and lab.

### **Resources:**

We provide access to print and electronic information (Internet, electronic databases, DVDs, CD ROMs, videos, software, etc.). The library software provides local and remote access to all library records, databases, evaluated Internet sites, and more. Teachers and students must log in to

gain access to resources. **Use your school username and password to access the program which is available via the BJHS homepage (left sidebar - library).** Since this is a web-based program, the site can be bookmarked.

#### **Information-Technology Skills and *Common Core* Links Site:**

The Media Team has developed a website that includes relevant Information-Technology skills with connections to some *Common Core* areas. Also included is other useful information for students and teachers. All skills are supported with evaluated Internet site links. Our site is intended to assist with research while also serving as a “self-teaching” tool. The site can be accessed via the BJHS Homepage (Left side bar - Info.Technology Skills).

#### **Projects and Bookings:**

We promote cooperative planning and teaching (lessons planned in advance with teachers). This results in better use of time and resources. **Since the facility is heavily used for multiple purposes, please book at least two weeks in advance of your project date. When your classes use the lab, and you require additional computers/space, please first check with us before using library tables and computers, etc. Whenever possible, this request should be made when you reserve the lab. This prevents potential conflicts with classes, individual researchers, small group projects, mentors, and tutorial students who use the computers and the facility on a daily basis.** Although we are very flexible and try to honor all requests, the library is our classroom, and we like to be prepared for your visits so that everyone benefits from the experience.

#### **Pass System:**

Students must have a signed pass to visit the library. For fire drill/crisis reasons, they must also sign in and out at the circulation desk. If the library is full, or if students abuse their privileges, we reserve the right to send them back to their classrooms/study halls.

#### **Library Computer Use:**

Students need to know their usernames and passwords to use the library computers. Priority is given to curricular research.

#### **Laptops:**

Laptops are welcome in the library. The expectation is that they will be used for research purposes or to complete school assignments. **Laptop chargers are not to be used in the center, and no computer games are permitted.**

#### **Software:**

Most software is listed on the electronic library catalog. BJHS owns site licenses for several programs, many of which are cross platform. All software may be signed out by staff.

#### **Electronic Library Catalog:**

Brunswick uses a web-based program called *Destiny*. This is accessible from all computers in the school, and remotely from home. **To gain access to the catalog, go to the BJHS page (left sidebar-library), click on the link, choose BJHS, and then log in using your normal school username and password.** The site can be bookmarked. *Destiny* is a powerful program providing access to all BJHS library records, databases, eBooks, and evaluated Internet sites, while also offering the ability to compile lists and citations, etc. We encourage all staff and students to learn to use this catalog. Training is available on an individual, small group, or class basis. See Betsy or Jane to arrange a time.

#### **Loan Period:**

The student loan period (maximum 3 materials) is two weeks with an option to renew.

#### **Classroom Requests for Library Materials:**

In the event that the library is already booked when a teacher requests a time slot, we will send materials to the classroom. When book carts are sent to the classrooms, please ensure that students properly handle the materials. During the past few years, we have seen a dramatic rise in the number of books which have been damaged or destroyed when sent to classrooms. Please

know that given the drastic library book budget reductions experienced over the last few years, we are unable to replace materials as frequently as in the past. **As a result, unless absolutely necessary, we prefer that teachers conduct research projects in the library unless the facility is already booked.**

**Overdue Materials:**

The computer program generates overdue notices and bills. Please encourage students to be responsible borrowers. Unfortunately, many do not return materials until they receive bills. This causes unnecessary frustration for library personnel and teachers. We do not like to bombard you with notices, but losses continue to increase and replacement costs are still on the rise. Although there are no fines for overdue books, we do charge the replacement cost for books that are lost or destroyed.

**Reserve:**

In order that everyone has an opportunity to use the resources, we encourage teachers to place materials on reserve in the library for class projects. Please let us know **several days in advance**, if you wish to use this service.

**Purchase Requests:**

We encourage purchase requests for print and electronic materials. Email or complete and return the appropriate forms (available in the library or [online](#) → [faculty common space](#) → [Library Handbook](#)) to Betsy.

**Audio-Visual Equipment Circulation and Repair:**

All A/V equipment including video projectors, digital cameras, CD players, overheads, document cameras and external DVD drives must be signed out and back in at the circulation desk. Teachers are responsible for changing their own overhead bulbs (available at circulation desk). See us if you need to learn how to do this. Please bring equipment in need of repair to the library and include a brief written explanation of the problem. We will let you know when the equipment has been serviced. Please note that if you plan to take any school equipment on field trips, etc., you must sign a form available from Ethel.

**Laminator:**

The laminator is located near the elevator. We provide film as the budget allows and departments are now contributing to ensure enough laminate for the year. See Betsy or Jane for purchasing information. Please note that laminating classroom materials is your responsibility. We do not provide this service. Please ensure that you turn the machine on to warm up (approx. 7 min.), and turn it off when you leave.

**Photocopier:**

The photocopier (black & white & color) is available for teacher use only. Please do not send your photocopy requests to the library, as we do not offer this service. Transparency film may be obtained from department heads.

**Copyright:**

We abide by copyright and licensing laws. Access to electronic style manuals is available via the library software and Info-Technology Skills site. Print copies can also be found in the reference and circulating collections. (REF 808.027 & REF 808.066 or 808.066 )

