

2007-2008

AHS Library Media Center Web Site <http://www.alvirnehs.org/?q=node/351>
(passwords on last page)

Alvirne High School

Library Media Center

Orientation

Manual

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WELCOME to the *Alvirne High School Library Media Center*. This is your library and *your* place to read, study, borrow material, explore, research and ask questions. The library is a sanctuary where we respect each other and make sure that we do not talk loudly. Where we treat the collection as if we all own it, which we do, and we can eventually learn to become life-long learners, which is our goal in the media center and in our school. Mrs. Bouchard is the Library Media Specialist and Mrs. Frenette is the Library Media Center Paraprofessional here at Alvirne High School

The media center **opens at 7:15 a.m.** and **closes at 3:30 p.m. Monday-Thursday**. We close at **3:15 on Friday**, because there are no late buses available. Please remember if you wish to come after school, the library is still used as a study facility and not a social gathering area. There are times when a club or class is scheduled to use the media center after school, which should be scheduled at least one day in advance.

Classes: Our teachers make great use of the media center and we have a collaborative teaching atmosphere with the faculty and students. Teachers schedule space in the library by signing their name in our book for a class period(s) throughout the day (A-J). After discussing the unit of study with the instructor, the librarians will prepare the necessary materials (hopefully enough notice will be given to the librarian to be able to gather the materials needed in advance.) When students arrive with their classes, the librarians may display, introduce or direct the students to the proper area(s) as well as directing them to specific online research databases. Mrs. Bouchard and Mrs. Frenette will stay with the teacher and the class until the end of the period for assistance in finding the correct materials needed. Classes can be scheduled for consecutive days in a row, or for as long as teachers need to use the computers and the print materials. At this time we cannot allow individual students to use the computers if a class is scheduled to do so at the same time. Students should understand that we only have 20 computers and there is not enough space at the present time to accommodate everyone.

Individual Students: Students can acquire passes (see instructions on page 3) to use the library at any time during the school day. Students need to make sure that there is space available and that a computer is available by asking Mrs. Bouchard or Mrs. Frenette. We encourage our students to explore and use the myriad of resources we have for them to enhance their work. We have an excellent collection that is being updated constantly to keep up with our ever-changing times. The library is also available to students after school until 3:30 p.m.; a student does not need a pass for after school.

Rules:

- **No Food, No Drink and absolutely No Chewing Gum.**
- **The library may not be used as a hallway to get to classes.**
- **Internet access is only for those who have signed the *Computer Usage Agreement.***
- **You must obtain a library pass to use the library during your study (Caf-study/honors are an exception).**
- **Books are to be treated with respect and care.**
- **The computers are to be treated with respect and care.**
- **We will copy only materials that are in our collection and where copyright material will not be violated**
- **Please bring proper writing tools and your own floppy or memory disk.**
- **If you wish to renew a book because it has gone past the due date, we need to see the actual book before we can renew it.**
- **Overdues are handed out to second period teachers to give to their students. If the student does not respond after 3 overdue notices, a list of students is sent to the office and parents will be notified.**
- **Please return magazines and newspapers to the periodical reading area.**
- **If the librarian feels that a student(s) is behaving in a negative manner: inappropriate language, blatant negative behavior, abuse of technology, vandalism or theft, the student will be referred for discipline.**

If anyone has any questions regarding the rules please see Mrs. Bouchard.

LIBRARY PASSES

LIBRARY PASSES are issued by librarians. Teachers will inform the library staff of any research assignments. Students can show the librarian the assignment to verify. Students can obtain passes for the library before school, between periods, during a study period (with teacher permission.) The student is required to have the pass signed by the study hall teacher and a time, when the student left, should be written next to the teacher's name.

- **LIBRARY PASSES FOR THE SAME DAY MUST BE REQUESTED BEFORE THE DESIRED PERIOD.** For example: A student cannot come to the library at Period D for a Period D pass on the same day.
- **LIBRARY PASSES WILL NOT BE ISSUED FOR MORE THAN 3 CONSECUTIVE DAYS FOR THE SAME ASSIGNMENT.** But again, students are welcome after school.
- **LIBRARY PASSES cannot be used for late passes.**
- **LIBRARY PASSES are NOT REQUIRED to borrow a book.** A study hall teacher can give a pass to the student to retrieve a book, but the student must return to the study within 10 minutes.
- **LIBRARY PASSES CAN BE issued for students if they wish to read by themselves, ---quietly.**
- **LIBRARY PASSES WILL NOT be issued to more than one person at a time.**
- **LIBRARY PASSES WILL NOT be issued to students who have abused library privileges.**
- **LIBRARY PASSES are not necessary for Caf/study/honors students, but, students must respect the library and use their time to study, not to socialize. If a student is not using their privileges properly, we will have to issue warnings to the student.**
- **LIBRARY PASSES are specific passes and the librarians will not accept any other passes but the ones that they issue.**
- **Students must come to the library immediately -- attendance will be taken. If the student is not there, that student will be marked absent or late.**
- **The library IS NOT a substitute for study hall.**

THE COLLECTION

The Alvirne H.S. LMC includes print, audiovisual materials and electronic resources. We currently have a collection of over 12,300 books, CDs, DVDs, and other media material available for circulation and research to our faculty and students. We currently subscribe to 6 databases, 2 of which are paid for by the State of New Hampshire and 1 by the District.

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Print Materials

Fiction

 Science Fiction

 Fantasy Fiction

Non-Fiction

Biographies

Reference

Periodicals

Multi-Media Materials

Videos

DVDs

CDs

Audiotapes

Maps

Photos

Borrowing books and non-print materials

All fiction and non-fiction print material can be borrowed at 2-week intervals..
Reference materials cannot be borrowed (only under very special circumstances.)
DVDs/Videos and CDs can only be borrowed by faculty. If a student wishes to borrow these multimedia items they must be borrowed under a teachers name for one night only.

- All students are allowed to borrow materials from the library media center.
- There are NO LATE FINES.
- Books are borrowed for 2 week intervals and are allowed to be renewed up to 4 times.
- DVDs, Videos and CDs may be borrowed under a teacher's name and with a note from the teacher, for only 1 night.
- Overdue notices will be issued up to 3 times after the due date. A note will be sent home to parents after the student has not responded in any way.
- Books that are not returned or lost must be replaced or paid for before the end of the year.
- Seniors who do not return, pay for or replace a lost book will not be able to graduate.
- Students will not be able to borrow materials if they have not replaced or paid for a missing book from a previous year.

Computer Center

The Alvirne High School Library Media Center is also the computer center for the main part of the high school. We have a total of 20 computers in the library available for our students,. The computers are available for classes as well as individual students to use for school work only. All students must sign a computer usage agreement at the beginning of the year to be able to work on any school computer. There are 6 databases for student research that the library media center subscribes to as well as graphics programs and presentation programs. We also have free statewide programs. Our students are welcome to use these programs as long as they abide by the rules above.

Computer Usage

Because of the limited amount of computers, students must be sure that the computers are available for usage if they intend to work online or with a software program. We do have room V114 in the Voc/tech center with 19 more computers that are available for classes only, not individual students. With a school population of over 1500 students we have to make sure that our students are using their time wisely, so obviously, students using the computer for personal reasons, fun or games or non-school related material will not be tolerated. We will monitor all students and make sure that their work is appropriate.

Instructional use of the programs will be given by Mrs. Bouchard, she is always willing to show our students the numerous resources at their fingertips. Please do not hesitate to ask any questions.

If a student is having a problem with the computer, please be sure to ask the librarians for help before trying to fix the computer yourself.

Printing From Your Computer Station

Students who are going to print directly from the internet must select certain portions of the site to print. We do not encourage printing more than 3 or 4 pages for work.

To select a portion from the site : Simply select what you want to print by highlighting with your mouse. Go to File/Print/(Under “Print Range”) check the “select button” – what you have selected will be printed.

Ask the librarians if you are having problems with the printer. Do not attempt to try and fix it yourself.

Databases

The entire high school's collection is online through *OPAC*, our online catalog available to our students and staff.

The following databases are yearly subscriptions: **EBSCO Host**, *Nettrekker*, *Annals of American History (Primary Documents)*, *ProQuest (Historical Newspapers)*, *Thomas/Gale Student Resource Center (Passwords)* & *Blooms Literary Online Resources*. The Library Media Center also has *Quark Express Software* and *Adobe Suite as well as a full Macromedia Package* on some of the computers; this software is for graphic design and used for activities such as the high Journalism Class, Bronco Talk and other class projects. There is assistance from the Library Media Specialist for students who wish to use these software products. Students may also access a variety of free programs, which are located on Alvirne High School's Library Media Center webpage.

PASSWORDS FOR DATABASES found on Our Alvirne High School Website

Please go to <http://www.alvirnehs.org/?q=node/351>

First to access site and use the passwords below, if needed.

EBSCO Host *

Username: Alvirne Password: 03051

Nettrekker*

Username: ahslib Password: 03051

Biography Resource Center*

Password: nhais (You do not need a username)

ProQuest (Historical Newspapers)

Username: 93-72784 Password: bigchalk

Thompson Gale – Student Resource Center/Opposing Viewpoints*

Password: huds_log (You do not need a username)

Annals of American History* – Primary Documents

Username: alibrary Password: 03051

Facts on File: Blooms Literary Reference Online -

Username: Alvirne Password: Broncos

***Anyone from Alvirne can access these sites from home.**

Remember that we (Mrs. Bouchard and Mrs. Frenette) are here for all of our students, teachers, and staff. We want to be an integral part of your

life-long learning experience. We hope to also encourage a life-long love for reading. ENJOY!!!!

HAPPY READING!

