



WE'RE LOOKING FOR YOU!

Suggestions We welcome your suggestions! E-mail Ms. Hickson or Mrs. Konefal with your ideas for books, activities, or ways to make it easier for you to use the Media Center.

Volunteers Volunteer as a library aide to get a first-hand look at the interesting career of librarianship. Participation counts as community-service hours.



INFORMATION LITERACY

The Media Center's goal is to help students achieve information literacy, which the American Library Association defines as:

"The ability to find, evaluate, and disseminate information using traditional, currently available, and evolving technologies for the purposes of investigation, education, and the solving of real world problems."



BIG6 RESEARCH PROCESS

One of the tools we use to help students improve their information literacy is the Big6, a six-step approach for information problem-solving:

1. Task definition
2. Information seeking strategies
3. Location and access
4. Use of information
5. Synthesis
6. Evaluation

To learn more about the Big6 and tips for using it, visit:



WEB SITE

HOURS

Monday, Tuesday, Thursday & Friday

7:30 a.m. – 5:30 p.m.

Check the white board at the entrance to the Media Center for class reservations and schedule changes.

STAFF

Librarian

Librarian

Ms. Nancy Barry

Ms. Lori Guida

We're here to guide you in finding materials and becoming effective, efficient users of information and ideas. Please tell us how we can help you use the Media Center.





OUR COLLECTION

The Media Center has a variety of materials for your research and recreational needs:

- More than 25,000 books
- More than 1,000 e-books
- 85 magazine and newspaper titles
- 2,000 videos and DVDs
- 250 audiotapes and CDs
- 36 computers networked to our online catalog, CD-ROM programs, electronic databases, and the Internet
- Photocopier, per page
- Scanner

Food and beverages are not allowed in the Media Center, so be sure to

After signing in to the Media Center from lunch, you must stay for

Before/after school

To come to the Media Center before or after school, you must present your student ID at the Circulation Desk. In addition, after school on Wednesdays (the Media Center's late day), you must

Remember

After signing in to the Media Center from lunch or study hall, you must stay for the rest of the period.



INTERLIBRARY LOAN

To supplement the school's collection, we can make arrangements for you to borrow materials from other libraries, including the Hunterdon County Library system, members of our regional library consortium, or

the New Jersey state library network. Because delivery of these materials to our school can take 2-4 weeks, please request an interlibrary loan well in advance of your research deadline.



SOFTWARE

In addition to using Microsoft Office tools, students have access to specialized software packages in the Media Center so that they can improve their technology skills while completing class assignments:

- Accelus
- Alice
- Audacity
- BlueJ
- Eclipse
- Fathom
- Geometer's Sketchpad
- Green Globes
- J Creator
- Inspiration
- Math Type
- MiniTab
- West Point Bridge Designer
- WinPlot



WHERE DO I FIND ...

Supplies

The Media Center stocks markers, crayons, glue, scissors, graph paper, and other supplies you may need while you're working on projects. Just stop by the

to ask for what you need.

Newspapers

Daily and weekly newspapers are available at the back of the computer lab for use in the Media Center. For the

sections, stop by the Circulation Desk.

Lions Reading Den

Located on your left as you go down the Media Center ramp, the den's couch and chairs provide students with a comfortable spot for recreational reading. Feel free to stop by and relax.



FIRE DRILL

If you are in the Media Center during a fire drill:

- Exit through the green doors at the back of the computer lab
- Meet the librarian at the letter L in the end zone of the football field; look for the Library sign
- Make sure you are recorded as present when attendance is taken during the fire drill

At the end of the fire drill, return to the Media Center through:



COMING TO THE MEDIA CENTER

Students are welcome to use the Media Center during their free time for study, research, and recreational reading. To enter the Media Center at any time and for any reason, you must present your at the Circulation Desk.

From study hall

To come to the Media Center from a study hall, you must sign in, show your student ID and present a pass with two signatures:

1. Teacher of a
2. Teacher in charge of the study hall

Blank blue study hall passes are available at the Media Center Circulation Desk at all times. Pick up blank passes before homeroom so that you can get the necessary signatures during the school day.

After signing in to the Media Center from a study hall, you must stay for

From lunch

To come to the Media Center from lunch, you must sign in and present at the Circulation Desk. You do not need a pass.



ELECTRONIC DATABASES & E-BOOKS

Electronic databases and e-books give students 24-hour access to current magazines, newspapers, and reference sources from around the world. To access these databases from home, pick up:

- ABC-CLIO
- Access Newspaper Archive*
- Biography Resource Center
- Country Watch
- Culture Grams
- EBSCOhost
- Facts on File
- Gale Virtual Reference Library
- Greenwood Daily Life Through History
- Greenwood Pop Culture Universe
- Grolier Online**
- InfoTrac-Elite 500 (*journals*)
- InfoTrac-NJ Elite 500 (*newspapers*)
- JSTOR**
- Lands & Peoples
- Literature Criticism Online
- Literature Resource Center
- Maps101
- Marshall Cavendish Digital
- NoodleTools
- Opposing Viewpoints
- Proquest Historical Newspapers
- Proquest Online Newspapers
- SIRS
- United Streaming
- Wilson Art Museum Images

* Not available from home.

**Register for remote ID and password while in school before accessing from home.



INTERNET ACCESS

Students may use the Internet to complete school assignments. Before doing so, however, students must return an form, signed by a parent or guardian. The AUP explains the school's policy on responsible use of computers and the Internet. For more information about the AUP, visit:

<http://www.nhvweb.net/Tech/AUP.pdf>



BORROWING MATERIALS

Students must present to check out materials. Generally, students may check out up to items at a time. However, during certain class projects, fewer items may be permitted so that more students can use materials for assigned topics. Loan periods are:

- Circulating books
- Reserve books 2 nights
- Videos & DVDs 2 nights
- Audiotapes & CDs
- Back issues of magazines



RENEWING MATERIALS

Books may be renewed for an additional unless another student has a "hold" on an item. To renew a book, present your student ID at the Circulation Desk and tell Ms. Barry which item you'd like to renew.



NON-CIRCULATING MATERIALS

Some items must be used only in the Media Center and cannot be checked out:

- Newspapers
- Current issues of
- Encyclopedias
- English dictionaries
- Atlases



FINES

The Media Center sends out monthly overdue notices to students' home rooms. You will receive an overdue notice when:

- An item's due date has passed and you have not renewed or returned it
- You returned an item after its due date and

Fines for overdue materials are:

- for books magazines, vertical file materials and audio tapes/CDs
- 25¢ per school day for reserve materials
- \$1.00 per school day for
- for the pink pocket cards

Fines stop on the day overdue materials are returned, even if you can't pay the fine immediately. So return overdue materials as soon as possible to stop the fine from growing.

Failure to return materials and/or pay library fines will result in disciplinary action. In addition, you will not be permitted to borrow additional library items until your library record is cleared.



BEHAVIOR IN THE MEDIA CENTER

At all times, students should follow the Media Center's "Golden Rule": .

- Work quietly and do not disturb classes that are in session
- When a class is working in the computer lab, use only the computers that may be available
- Do not bring into the Media Center
- Return materials and pay fines promptly
- Clean your work space before you leave