Beulah High School

Library Media Center Orientation for Faculty/Staff

2023-2024

Welcome to the 2023-2024 School Year!

Jill Edwards, Library Media Specialist

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Topics to be Discussed

- Library Hours
- Individual Student Use of Library
- Whole Class Use of Library
- Student Chromebooks
- Resources for Teachers and Students
- Textbook Checkout
- Computer lab/Library booking
- Technology
- Laminating
- Acceptable Use Policy
- Updating Your School Webpage

Library Hours:

- The Library is on an open flex schedule from 7:15-3:15 daily. Teachers are welcome to come in and utilize the library at your leisure.
- I am usually available to answer your questions, but there are times when I may be in the textbook room, on another part of campus, etc. If that's the case, please e-mail me and I will respond as quickly as possible.
- If the library is ever closed for testing or another reason, I will e-mail everyone to let them know.

Individual Student Use of Library

- Students are welcome to utilize the library for the following reasons:
  - Library book check-out/return
  - Printing (No charge for printing unless it becomes a regular occurrence)
  - Issue with chromebook or charger
- Please send no more than 2 students at a time and with a purpose and a signed pass. They are not allowed to "hang out" in the library.

Whole Class Use of Library for Research/Assignment/Collaboration

- If you would like to bring your whole class into the library for research or to work on an assignment, please (e-mail) me a request that you would like to do so.
- You will need to accompany your class and remain with them throughout the class period.
- If you would like for me to collaborate with you on a lesson, please let me know and we can discuss your assignment and what you would like covered.
- I can teach lessons on AVL and how to conduct research, as well as the correct way to cite sources for a research project.

Information on Student Chromebooks

- Our district is 1:1, meaning every student has a school-issued device.

- Students will be issued a chromebook on the second day of school, August 9th (will call by grade and alphabet)

- No fees or insurance are required

- Damage: If a student has damage such as a broken screen, they must bring the chromebook to the library so that I can issue them a different device. No fee is required. If there are recurring problems or special situations, it will be handled by administration.

- Lost/Stolen Chromebooks require an affidavit and police report

- Please encourage your students to bring their charged chromebook to school each day and to keep up with it. It is **their** responsibility to keep up with their chromebook and charger.

- Chargers are not barcoded and therefore can "walk off" easily. If a student leaves his/her charger at home please do not send them to the library for a charger. I cannot loan them out.

- There are also no loaning out of chromebooks if they forgot theirs at home.

- If a student has lost his/her charger, send them to the library to get a form from me. They and their parents are required to complete this form before I can issue them another charger.

Chromebooks/Chargers, cont.

- If students charge their chromebooks the night before, they should hold a charge all day (hopefully)

- Each teacher (should) have a couple extra chargers in their classrooms.

- Chromebook chargers range from about $15-$17 on Amazon if you would like to purchase any extras for your classroom with your CIS money.

- Make sure they are the USB-C chargers.

Available Resources for Teachers

- Chromebook/ASUS Tablet: Each teacher should have a device and charger checked out. If you do not have one, let me know and I can issue you one. You are responsible for your device and charger. At the end of the school year, I will need to see your device. If you are returning, I will renew it for the next school year and you can keep it over the summer for planning purposes. If you are not returning or do not need your chromebook over the summer, you will check it in and return it to the library.

- Presentation Clickers: If you would like one, let me know!

- Document Camera: There are a few document cameras in the library available for checkout if you would like one for your classroom.

- Instructional Resources: Nearpod (We have a paid subscription and will be purchasing again for the next fiscal year). If you need help with utilizing Nearpod, let me know!

- Patti Henderson is the Instructional Technology Specialist for our school

This section will change every year depending on what the technology committee proposes and votes on.

Available Online Resources for Students and Teachers

Online library of books available to Lee County students and teachers. Check out e-books to read on any device!

Sora

The platform offers teachers and students equitable access to procured, created and curated educational digital resources and a place to search and manage learning objects and create playlists.

Safari Montage

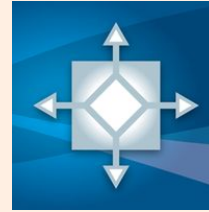MyOn and Accelerated Reader live in the Renaissance App. Other tools within Renaissance include STAR Assessments and Freckle.

Renaissance

Online Resources, cont.

Alabama Virtual Library

A great place for students to use for research on school projects and assignments. Information is from credible, scholarly sources!

Destiny Catalog

Our online library software/card catalog. You can request books/materials here and see what resources are available.

Other resources such as library books, novel sets, and DVDs are also available upon request! E-mail me to let me know what you're in need of!

Textbook Checkout

- Textbooks for students and teachers are available for checkout upon request.
- If you or your students are in need of a textbook, let me know and I can schedule a time for you to get these checked out.
- Most teachers check out class sets of textbooks to keep in their rooms; however, if you would like each student to check out a textbook, let me know and we can schedule a time for your classes to do so. (This goes for novels as well. Novels circulate like textbooks do).
- Teacher's Editions are available for most subjects. These have not always been barcoded, so if you have any teacher's editions in your room that aren't barcoded let me know.
- End of Semester/ School Year: Please make sure that all textbooks checked out to you or your students are returned to the library! (Teacher's Editions included so that they can be re-issued the next school year to the appropriate teachers.)
- I will set up a time at the end of the year for textbooks to be returned.

Computer Lab/Library Booking

If the need arises for you to book the library or a computer lab for your whole class, please e-mail me your request or visit the library to sign up for a date/class period. We have a chrome lab in the library with those computers functioning as chromebooks.

Technology Information

Technology Problems/SysAid: If you are having a tech issue with equipment in your classroom, please fill out a SysAid. Be specific in your description. This icon can be found on your browser under the LeeCo tab.

Our computer technician is Christopher Sheffield.
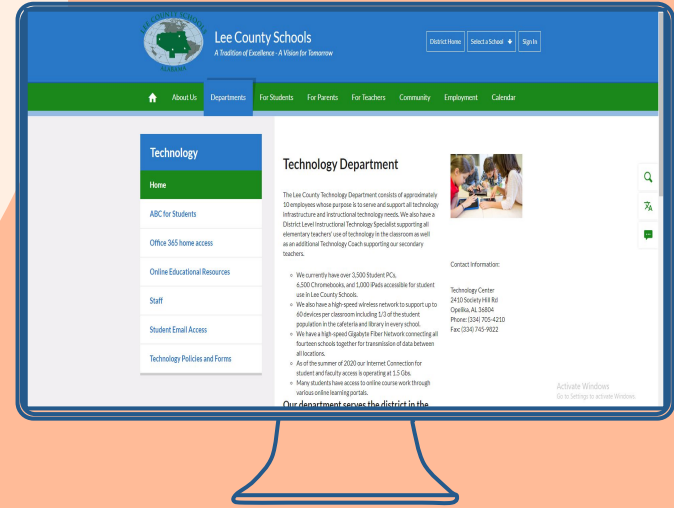
Lamination

- If you would like to laminate something, send to library with your name on your items.
- It takes 15-20 minutes for the laminator to heat up, so let me know you are coming so I can turn it on.
- You can laminate (if you feel comfortable) or I can laminate for you and send by an aide.
- Please allow a 24 hour turnaround time!

# Overview of Acceptable Use Policy

- This information is covered in your Compliance Director Requirements but here is an overview:

    - Lee County's intent is to provide free and equal access to resources via the Internet.

    - All school rules for appropriate use of technology also apply to use of the internet.

    - Users are expected to act in a considerate and responsible manner.

    - Be prepared to be held accountable for your actions. Exemplary behavior is expected from all users at all times.

    I will cover the Acceptable Use Policy with students in their orientation, but please reiterate these rules to them. You can find the full policy in the student handbook.

Updating Your Page on School Website

Please update your page on the school website!

You should be able to do so by going to the school website and clicking on "Sign In."

If you need help, let me know!
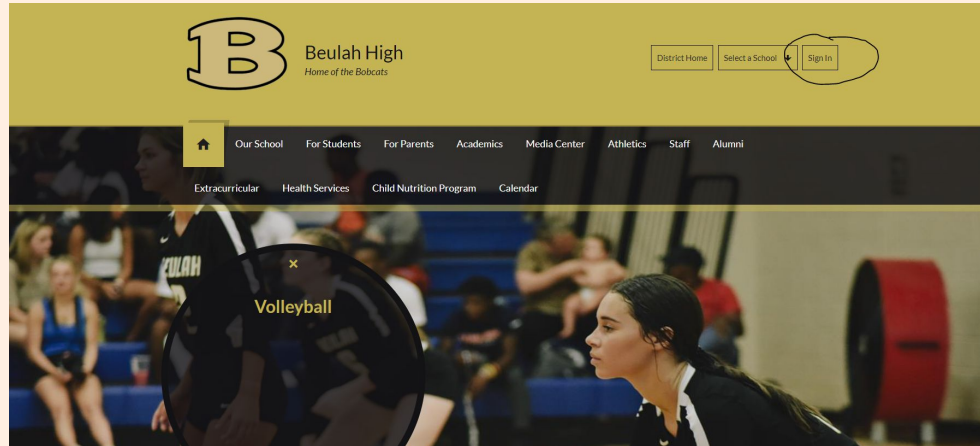
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Thanks!

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