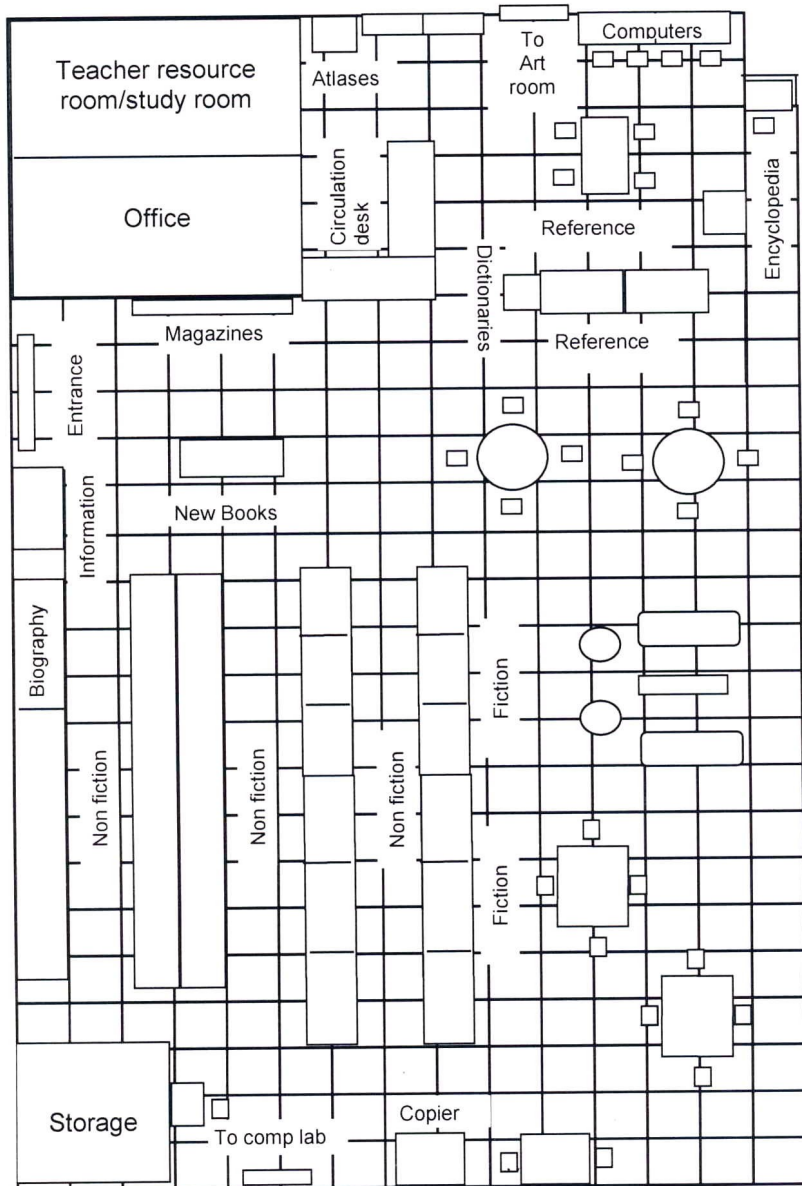


# Athol High School Media Center

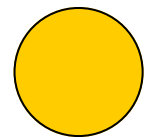
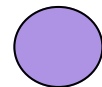
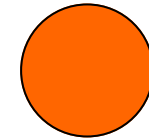


# ATHOL HIGH SCHOOL ARMSTRONG/BOYNTON MEDIA CENTER

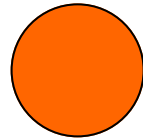


# Information for Students

Ms. Euvnard  
Media Specialist



# Welcome to the Athol High School Armstrong/Boynton Media Center!



Our goal is to provide the necessary resources and technologies in order for you to succeed in your studies at Athol High School.



So whether you're looking for some serious information for a research paper, need to use a computer, or find something to read for fun, the media center can help.

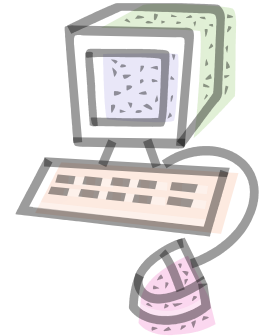
We have over 5,000 print, video and audio resources as well as magazine and database subscriptions for your use. We have a fully equipped computer lab, laser printers, a photocopy machine, presentation equipment and a scanner.

Inside this booklet you'll find some important information about the media center and the services we offer.

## **WE'RE ALWAYS OPEN! VISIT THE MEDIA CENTER WEB PAGE!**

Find links to resources and databases, download this booklet, and find out what's happening at the media center. We're always adding to it, so check back often!

**<http://www.atholhigh.org/Mediacenter.html>**



## **VISIT THESE OTHER LIBRARIES!**

Athol Public Library—your friendly local library!  
<http://www.athollibrary.org>

Boston Public Library—Get a BPL E-card (it's free!) and access all their electronic materials—databases, e-books, and audio!  
<http://www.bpl.org>

CWMARS—Search the collections of other Massachusetts libraries  
<http://www.cwmars.org>

## BORROWING

There is no limit to the amount of materials you may borrow. All items that are checked out are given a due date of two weeks. Reference materials, *current* magazine issues and reserved materials cannot be checked out.

There are no fines for overdue materials. However, if you have items that are overdue, you will not be able to check out anything else until the overdue item is returned, or paid for if lost. You may renew your materials at any time, unless another student or teacher has requested them.

You will be sent an overdue notice one week after the due date. You will be sent a bill notice for all materials more than two weeks overdue. All bills must be paid or materials returned as soon as possible.

*You are responsible for all materials checked out under your name.* If any materials are lost, stolen or damaged while checked out to you, you will be charged the current price, or if the item is no longer in print, you will be charged a 15.00 replacement fee.



## HOURS AND USE

Monday - Thursday

7:30 am to 2:30 pm

Friday

7:30 am to 2:00 pm

*Closed every Monday during homeroom*

- You must present a signed pass and sign in at the circulation desk in the main library, or at the desk in the computer lab when you come from a class. You must also sign out when you return to your class
- If you would like to come to the media center during lunch, get a pass from us ahead of time, or get a pass from the teacher on duty in the cafeteria
- Food and drink is allowed in the media center by permission only
- *Cell phones are allowed before and after school only*

## THE GENERAL COLLECTION

The media center's collection includes books as well as audio and video materials that are connected to your classroom studies and for your personal information and recreational reading interests. Materials are shelved according to the Dewey decimal system.

### LOCATING MATERIALS

Use the online catalog to find materials, or browse the collection by the Dewey subject headings. Please ask if you need help.

### AUDIO/VIDEO COLLECTION

The media center's collection includes some fiction books on tape. DVD and VHS tapes that are classroom related are also available.

## MAGAZINES AND NEWSPAPERS

The media center subscribes to a variety of magazines and newspapers that support classroom studies and recreational reading. Back issues of some magazines are held for one year, and newspapers are held for two weeks.

## ONLINE COLLECTION

The following online databases are funded through the Massachusetts Board of Library Commissioners:

- Galegroup's Infotrac
- Facts on File's African American History Online
- Facts on File's Issues and Controversies
- ProQuest's Massachusetts Newspapers
- Biography Resource Center
- Contemporary Literary Criticism

The Media Center provides the following online database subscriptions:

- JSTOR Scholarly Archive
- CQ Researcher
- Facts on File's Science Online
- Facts on File's American History
- Facts on File's Modern World History
- Facts on File's Ancient World History
- Facts on File's Writer's Reference Center
- Rosen's Teen Health and Wellness

All databases can be accessed either in school or remotely through the Media Center's web page at <http://www.atholhigh.org>. You will need a username and password to access them outside of school. A list of passwords is available at the circulation desk for remote access.

## EQUIPMENT

### COMPUTERS

All the computers in the media center have internet access and are equipped with Microsoft Office 2007. Wireless access is available as well. Any student may use the computers provided they have signed the school's computer and internet policy. To log on to your account:



Your username is your *first initial, middle initial and last name*.

Example: jsmith

Your password is your *student ID number*.

### PRINTERS

There is one black and white printer located in the computer lab, and one black and white printer in the main area of the media center. There are no fees for printing, but we do ask that you print only what you need. If you don't know how to do this, please ask. **Printing for personal use is not allowed.**

### COPIER

The photocopy machine is located in the main library. The cost to copy is 5 cents per page. The machine takes quarters, nickels and dimes. We have a limited ability to make change, so please plan accordingly.

### SCANNER

The scanner is located in the main area of the media center. Ask if you need assistance.

