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# ATHOL HIGH SCHOOL ARMSTRONG/BOYNTON



## Faculty and Staff Information

*“Students will use a variety of resources and technologies to acquire, evaluate, apply and communicate information.”*

*-Learning Expectation #4*

Sharon Euvrard  
Media Specialist

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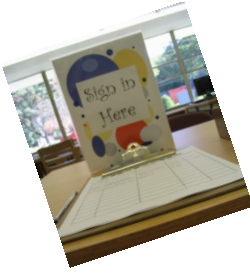
# Welcome to the Armstrong/Boynton Media Center!

Our goal is to provide the necessary resources and technologies that will enhance and support the curriculum and enable students and faculty to be effective users of information.

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 photocopier machine, presentation equipment and a scanner.

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





## **HOURS AND USE**

### Monday thru Thursday

7:30 am to 2:30 pm

### Friday

7:30 am to 2:00 pm

## **RESERVING SPACE**

**You can view the media center schedule on the shared (S:) drive. The schedule is an Excel file located in the “library” folder.**

- Reserve as soon as possible because space fills up fast, especially the computer lab. Reserve in person, by phone (ext 315) or by e-mail at [seuvrard@atholhigh.org](mailto:seuvrard@atholhigh.org)
- If you have reserved space in the media center and your plans change, notify us as soon as possible so others may use the time
- Students must be provided with a pass if they will be coming from your class alone
- Students are allowed to come during lunch if they get a pass from the media center ahead of time
- Plan ahead! Let us know of your resource and instructional needs as soon as possible . This way we can help maximize you and your student’s time in the media center.

## **SERVICES**

We try to provide services that will help you and your students get the most out of the media center. The services we currently offer are:

- Media center orientations
- Collaboration in planning and carrying out classroom projects
- Book reserves
- Information literacy instruction

## **THE GENERAL COLLECTION**

The media center's collection includes books as well as audio and video materials that are connected to the curriculum, for student's personal information and recreational reading interests, and professional interest.

A reading room that houses a professional materials collection is located next to the circulation desk.

### **AUDIO/VIDEO COLLECTION**

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

### **ONLINE COLLECTION**

The following online databases are funded through the Massachusetts Board of Library Commissioners and the Central Massachusetts Regional Library System:

- Galegroup's Infotrac
- Ebsco's Literary Reference Center
- Facts on File's Science Online
- Facts on File's Issues and Controversies
- ProQuest's Massachusetts Newspapers
- Grolier Online
- Biography Resource Center
- Contemporary Literary Criticism

The Media Center provides the following online database subscriptions:

- JSTOR Scholarly Archive
- CQ Researcher
- ProQuest Knowledge Source (through October 2009)
- Facts on File's Modern World History
- Facts on File's Ancient World History
- Ferguson's Career Guidance 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.

## **PERIODICALS AND NEWSPAPERS**

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

## **EQUIPMENT**

### **COMPUTERS**

All the computers in the media center have internet access and are equipped with Microsoft Office 2007.



### **PRINTERS**

There is one black and white laser printer located in the computer lab, and one black and white and one color laser printer in the main library. Please do not print out excessive copies, especially on the color printer. If you need to make more than 10 prints, we ask that you use the teacher's room copiers.

### **PHOTOCOPIERS**

The photocopy machine is located in the main library. For students, the cost to copy is 5 cents per page. We have a limited ability to make change, so if you bring a class in please let them know ahead of time.

### **SCANNER**

There is one scanner available for faculty and student use, located in the main area of the media center.

## **A/V EQUIPMENT**

There is one LCD projector available for presentations either in the computer lab or media center. The projector cannot be loaned out of the media center.

A television and DVD/VHS player is located in the media center reading room for viewing DVD's and VHS tapes.

A listening center with eight headsets is available for in library or classroom use.

## **BORROWING**

There is no limit to the amount of materials you may borrow. Faculty and staff may check materials out for the entire school year. Reference materials, *current* magazine issues and reserved materials cannot be checked out.

All materials are due one week before the last day of classes. You will be sent a notice prior to the due date for any outstanding loans.

*As part of our ongoing effort to improve our facility for faculty and students, we welcome any comments or suggestions about our programs and materials. Please feel free to let us know of your needs.*



## **VISIT THE MEDIA CENTER WEB PAGE!**

Our new web page is now up and running. Here students and faculty can access the media center's databases and find links to class related and professional resources. We encourage your input and suggestions for content and improvement. The web page is always a work in progress, so check back often for updates.

**VISIT US AT**

**[http://www.atholhigh.org/](http://www.atholhigh.org/Mediacenter.html)**

**Mediacenter.html**

