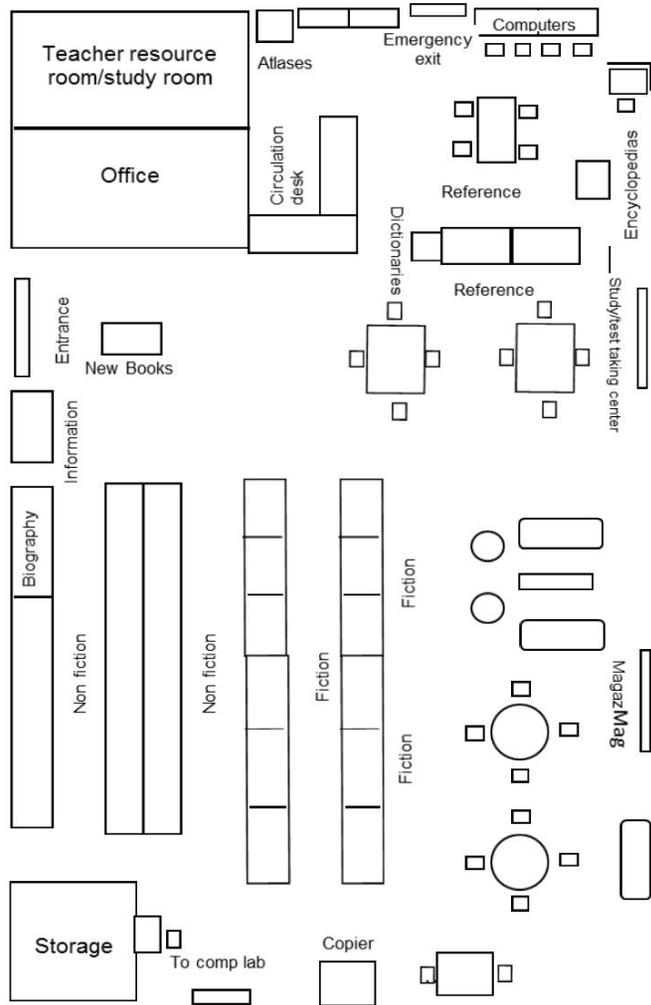
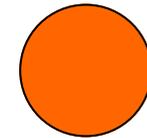


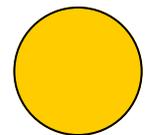
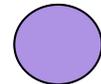
Library Floorplan



ATHOL HIGH SCHOOL ARMSTRONG/BOYNTON MEDIA CENTER

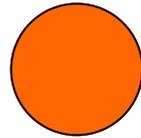


Information for Students



Ms. Euvnard
Librarian

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.

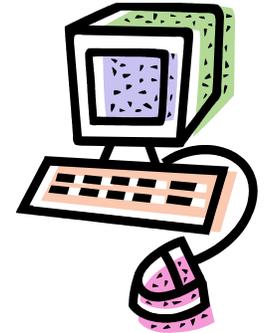
We have over 5,000 print, video and audio resources as well as magazine and database subscriptions for your use. We have a fully equipped computer lab, laser printers, a photocopier machine, presentation equipment and a scanner.

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

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.arrsd.org/?page_id=1991



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

- You must present a signed pass when you come from a class and you must sign in and out at the circulation desk.
- Intervention passes must be signed and issued by the librarian before presenting it to the intervention teacher.
- Students must present a note from the teacher who they want to do work for to the librarian before a pass will be issued
- Cell phones are allowed before and after school and during lunch or with permission
- Food and drink is allowed in the media center by permission only; ***no food or drink is allowed near the computers***
- Headphones are available at the circulation desk. Use of headphones in the lab when with a class is at the discretion of the teacher

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.

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.

ONLINE COLLECTION

The Massachusetts Board of Library Commissioners provides a great many databases that includes journal and magazine articles, ebooks, online encyclopedias and more.

The Media Center provides the following online database subscriptions:

- JSTOR Scholarly Archive
- Class specific pathfinders
- Classroom Video on Demand
- Follett Shelf E-books
- Science Online
- Bloom's Literature
- Writer's Reference Center
- Poetry and Short Story Reference Center
- Issues and Controversies

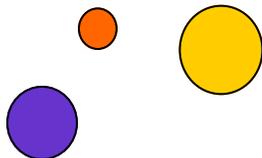
All databases can be accessed either in school or remotely through the Media Center's web page at <http://www.arsd.org/athol-high-school/ahs-armstrongboynton-media-center/>

The following usernames and passwords will be needed to access the Media Center provided databases outside of school.:

Classroom Video, Science Online, Bloom's, Writer's Reference, Issues and Controversies, Poetry and Short Story:

Username: atholhs

Password: SC-ATHOLHS-ARMSTRON



Follett Shelf

Username: ahslibrary

Password: armboylib

ABDO Digital

Username: Athol242-ad

Password: armboylib

JSTOR:

Username: atholhs

Password: library



EQUIPMENT

COMPUTERS

All the computers in the media center have internet access and are equipped with Microsoft Office. 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 initial password is **Password!** You will be required to change your password on initial login. Passwords expire every 30 days.

PRINTERS

There is one black and white printer located in the computer lab, 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. There is no charge for copies.

EQUIPMENT

There is a flip video camera and a digital camera available for class projects. These cameras are for in-school use only.