
ATHOL HIGH SCHOOL ARMSTRONG/BOYNTON MEDIA CENTER



Faculty and Staff Information

Sharon Euvnard
Librarian

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 photocopy machine and presentation equipment.

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 at any time through your Google Docs. Click on the *Calendar* link.

Reserve as soon as possible because space fills up fast, especially the computer lab. Reserve in person, by phone (ext 126) or by e-mail at seuvrard@arrsd.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 with a library lunch pass distributed by the teachers on lunch duty.
- Students must get a pass from the sending teacher to be presented to the librarian ahead of time if they want to come during intervention.
- 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



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:

- Galegroup's Infotrac
- Biography Resource Center
- Contemporary Literary Criticism
- Encyclopedia Britannica
- Many more - too many to list!
- Website pathfinders

PERIODICALS AND NEWSPAPERS

The media center subscribes to a variety of magazines that support classroom studies and recreational reading.

ONLINE DATABASES

The Media Center provides the following online database subscriptions:

- JSTOR Scholarly Archive
- Classroom Video on Demand
- 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.arrsd.org/athol-high-school/ahs-armstrongboynton-media-center/>

You will need to use the following usernames and passwords to access some of the database subscriptions and E-books outside of school:

Classroom Video on Demand, Bloom's, Science Online, Writer's Reference and Issues and Controversies:

Username: atholhs Password: SC-ATHOLHS-ARMSTRON

Follet Shelf

Username: ahslibrary Password: armboylib

JSTOR

Username: atholhs Password: library

Poetry and Short Story Reference:

Username: atholhs Password: atholhs

Salem Press

Password: ahslibrary

EQUIPMENT

COMPUTERS

There are 29 computers available in the computer lab and main library. There is one computer in the faculty reading room for faculty use.



PRINTERS

There is one black and white laser printer located in the computer lab. Please do not print out excessive copies. 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.

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 station is available for in library or classroom use.

A flip video and digital camera 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.

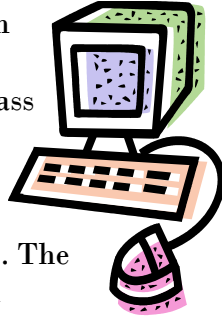
All materials are due one week before the last day of classes. You will be sent a notice prior to the due date for any outstanding loans.

As part of our ongoing effort to improve our facility and services 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!

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.arrsd.org/?page_id=1991

Athol Public Library

www.athollibrary.org

Boston Public Library (for e-card holders)

www.bpl.org

CWMARS

Search the holdings of other libraries, download audio, video and e-books through CWMARS member libraries.

www.cwmars.org

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