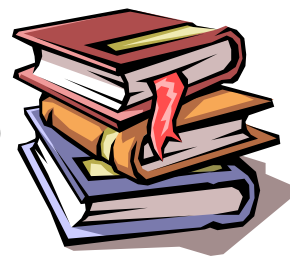


**AMERICAN HIGH SCHOOL LIBRARY MEDIA CENTER STUDENT HANDBOOK  
2008-2009**



**Hours of Service**

- ❑ Monday-Thursday 7:00 AM-9:30 PM
- ❑ Friday 7:00 AM-2:40 PM (computer lab closed after school)

**Media Center Staff**

- ❑ Mrs. Roth, Media Specialist
- ❑ Mrs. Levy, Media Assistant

**Reasons for Coming to the Media Center**

- ❑ Find books for pleasurable reading and research
- ❑ Read magazines and newspapers (in-library use only)
- ❑ Use computers for research, word processing, create PowerPoint presentations, and games (before school, during lunch, and after school **only**)
- ❑ Print from a CD or jump drive
- ❑ Receive instruction

**Resources and Services for Students**

- ❑ The print collection
  - Fiction books (stories that teach about life)- alphabetical arrangement: F or FIC plus first 3 letters of author's last name (SC=Story Collection, E=Easy)
  - Non-fiction books (factual information on any subject)- in Dewey Decimal numerical order: 000s -900s
  - Reference non-fiction (in-library use only): R 000s through R 900s
  - Biographies-books about famous people; 92 LASTNAME
  - Collective biographies; 920
  - Encyclopedias (reference section, R 031 and specialized encyclopedias in call number of subject)
  - Magazines and newspapers
  - Other
- ❑ Computers-Internet
  - Destiny Union Catalog for searching the AHS catalog and other MDCPS individual schools' catalogs
  - Research databases provided by the school district and state
  - Sunlink Catalog-for searching all Florida schools' catalogs
  - Other acceptable site searches
- ❑ Computers-word processing
  - Software applications on PCs: Microsoft Word 2007
  - Word processing printing from CD or jump drive (only Word 2007 is supported). If your word processing software at home is not Word 2007, when you save to disk, select the SAVE AS command, then at the bottom in FILE TYPE, select Word.
- ❑ Copy machine (purchase a vend card for \$1.00 for 10 copies)
- ❑ Typewriter
- ❑ Printing paper for sale: \$.25 per pack of 5 sheets
- ❑ Reader guidance/assistance (bookmarks or personal)

**Checkout**

- ❑ Books=up to 3 at once, 2 weeks, \$.05 fine per day if overdue
- ❑ Certain reference books=overnight, \$.25 fine per day if overdue
- ❑ Fines must be paid before checking out other books
- ❑ Videos (indicated by NP in electronic catalog) = available to teachers only