

# Louisville Middle School - Library Media Center

## Student Handbook 2014 - 2015

The mission of Louisville Middle School's Library Media Center is to support the curriculum, collaborate with staff to provide opportunities for students to become effective users of information, and to promote a lifelong love of reading!

Mrs. Joseph  
Library Technician

### Use of the Library Media Center

The Library Media Center will be open from 7:40 am until 2:35 pm, Monday through Friday, unless otherwise announced. All students will visit the Library on a weekly basis with their Language Arts Classes.

#### **Here are a few simple rules to remember:**

- Check all materials out at the circulation desk before leaving the library
- You are responsible for all materials you check out; do not check books out and then give them to other students.
- You may talk a little to the person you are sitting with in a quiet voice; you may not talk the entire period
- Most of your time should be spent working or reading
- Listen for directions
- Use shelf markers and put books back in the right place
- Be on time; come prepared and with a purpose (have something to do)
- Respect others
- No gum or candy; no white out or permanent markers

Use of the Library Media Center is a privilege that can and will be withheld for poor behavior choices and/or not following the above rules. Students who lose Library Privileges will be told the exact date that they may return.

Library books, magazines, equipment and furniture are Louisville School District property, and any damage or misuse will be treated according to school regulations.

### Borrowing Material

**You are responsible for all materials borrowed. Do not borrow material for other students.**

- **Books** – 2 weeks
- **Magazines** – 1 week
- **Reference books** – overnight (checked out 8<sup>th</sup> period or after school)  
Items may be renewed if no other students have placed on hold on them.

Notices for overdue books will be distributed during study halls and/or to first period teachers. Please come to the Library as soon as possible if you receive an overdue notice; if the late book is in your locker, bring it with you.

**\*\*\*Any student with overdue books is prohibited from checking out additional materials until the overdue matter has been cleared up. \*\*\***

## Student Computer Use Information

Computers in the Library Media Center and the adjoining Computer Lab may be used by students for **schoolwork** anytime a student is in the LMC. Frequently, classes will be scheduled to use the computer lab. All Library rules and polices apply to the computer lab as well.

In order to conserve our school's resources, students are permitted to print one copy only of any work done on the computer. **Personal printing (party invitations, etc) is NOT to be done at school.** With the exception of the study hall computers, all student computers in classrooms print in the Library. **We will deliver your papers to you or to one of your teachers – do not leave class to come and pick up something you have printed.** Typing your name and current room number on your paper will help us get your paper to you quickly.

Internet Access is available on our computers. Any student desiring to use the Internet may do so for schoolwork must have returned an Acceptable Use Policy signed by their parents.

- All students and staff have a username and a password to sign onto our network.
- Your username is composed of the first 3 letters of your first name, your last name, and the last 2 digits of their graduation year.
- Your password is composed of your first initial, capitalized, a period, the first 3 letters of your last name, and your lunch pin.
- The same login information is used for Study Island ([www.studyisland.com](http://www.studyisland.com)), Renaissance Place (accelerated reader) and LepApps (online file storage which allows you to work on projects at school and home ([lepapps.org](http://lepapps.org)))
- **A sample login for 6<sup>th</sup> grader Susie Student:**

**Username: susstudent19**

**Password: S.stu1234**

Items you save can be found in the folder that you will see in your dock.

**\*\*Misuse or inappropriate use of any school computer will result in a loss of privileges\*\***

## Online Catalog

Our online catalog may be accessed through computers in the Library Media Center, and through a link on our web page ([www.middleps.sparcc.org](http://www.middleps.sparcc.org)). 6<sup>th</sup> grade students will receive some advanced training in using the online catalog during their Library Orientation, scheduled during Language Arts classes at the beginning of the school year.

Also, our various electronic resources (databases for research) may be accessed at school or at home. Links to these resources may be found by going to our schools home page ([www.middleps.sparcc.org](http://www.middleps.sparcc.org)) > clicking on Library Media Center Home Page > clicking online resources.

- When using online resources at home, you will be prompted to enter a username and password; the **username** is **infohio** and the **password** is **power**.

**\*\*Special note: BrainPop is available at school only; it can not be accessed at home. \*\***