

# Grady High School Library Handbook Fall 2016

**Library Web Page:** <http://www.atlanta.k12.ga.us/domain/3104>

Hours: Monday, Wed., & Thurs.: 7:45- 4:30./ Tues & Friday: 7:45-3:30.

Media Specialists: Ms. Lisa Taft & Mr. Brian Montero

Media Center phone: 404-802-3070

**Writing Center** <http://gradywritingcenter.com>

Directors: Mr. Nick Chiles & Ms. Denene Millner

Writing Center Hours: Mon. & Wed. 3:30-4:30/ Tues. & Thurs: By appointment during lunch.

The Grady High School Media Center provides resource and instructional support for teachers and students and promotes information literacy across the curriculum. In addition to providing access to print and digital resources, we are committed to helping students acquire the information literacy skills they need to succeed in the Information Age. We are available to conduct tutorials on database and catalog searching, preventing plagiarism, information evaluation, document management, and source citation. We also recognize that recreational reading is vital to academic growth and strive to maintain a collection of fiction and non-fiction reading materials that will appeal to a wide range of student interests.

The Writing Center is located in the media center and is open two days after school and by appointment during lunch on Tuesdays and Thursdays. Students can get individualized help with academic writing assignments as well as college and scholarship essays. The **WC** also sponsors writing workshops and contests throughout the school year.

## **Books and Magazines**

The GHS media center has approximately 10,000 books for student check-out. **Library Solutions** our web-based, automated catalog and circulation system, allows students to search for books from any Internet-connected computer. The catalog is linked to the media center home page at: <http://www.atlanta.k12.ga.us/domain/3104>. The catalog also has links to ebooks that may be read from any Internet connected device. The media center subscribes to 16 popular print magazines. Current magazines and 2 back issues are located on the magazine rack. Magazines are available for in-library use only. Older issues are available for student projects and research.

## **The Atlanta Fulton Public Library: <http://www.afplweb.com/>**

Students at GHS are eligible for an Atlanta-Fulton County Public Library card and do not need parental consent to obtain a card. Cardholders have access to a wide range of print and online resources free of charge. Many Atlanta- Fulton library branches also have evening and weekend hours staffed with reference librarians available to help with research. Library card applications are available in the GHS media center. Students may return their completed card application to Ms. Taft who can verify their eligibility and forward the application to the Ponce de Leon Library. The student cards are then delivered to Ms. Taft who will distribute them.

## **Policies**

### **Check- out.**

Students are permitted to check out books for two weeks. A book may be renewed one time if another student has not reserved it. Reference books may be checked-out for three days. Please remember that you are responsible for items checked out in your name so you should avoid checking out books for friends. Please return all books to the book drop just inside the media center entrance. Do not entrust the responsibility for returning books to anyone else. Please do not leave books on the circulation desk or carts.

### **Library passes**

Students must have a signed pass from a teacher if they are visiting during class time. Students without passes will be returned to class. **Passes are not required before or after school or during their assigned lunch period. Students must have a pass from their teacher of record in order to visit the library during class.**

### **Lost or damaged materials**

Students are encouraged to return library books on time and to take care of materials they check-out from the library. In accordance with APS policy, students must pay the replacement cost for lost or damaged library materials. Long- overdue items will be marked lost and the replacement fee will be posted to Infinite Campus. Students must clear lost book fees in order to participate in graduation.

**Student Behavior**

The media center is reserved for quiet reading and research at all times. **The following are strictly prohibited: food and drink, cell phones, loud talking or socializing, taking items from the library without checking them out. Students who fail to observe the rules will be asked to return to class.**

**Computer & Internet Use**

The GHS media center has 30 computer workstations with Microsoft Office software including *Word*, *PowerPoint*, *Excel*, and *Publisher*. The media center also provides Internet access for research purposes. **Computers are strictly for schoolwork.** Students must abide by the Technology Use Guidelines as outlined in the Atlanta Public School Student Handbook (<http://www.atlanta.k12.ga.us/Page/723>). Accessing obscene, violent, or inappropriate material, copyright infringement, and hacking or altering school technology, are strictly prohibited. **Violations may result in the loss of computer privileges.**

APS Technology Use Guidelines:

*Use of educational technologies demands personal responsibility and an understanding of the acceptable use procedures. Student use of district technology is a privilege, not a right. General rules for behavior and communications apply when using the Internet. Failure to follow the acceptable use procedures will result in the loss of the privilege to use these educational tools and may result in school disciplinary action and/or legal action.*

**Printing Documents**

Student computers are networked to a black & white printer and there is no charge for printing school projects and papers. However, students are asked to **avoid excessive printing. Printing items unrelated to school work is strictly forbidden. Students who do not observe these rules will lose computer privileges.** Color printing is also available upon request.

**Databases and eBooks**

Visit the Grady Library webpage at <http://www.atlanta.k12.ga.us/domain/3104> to access **JSTOR, SIRS Researcher, GALILEO, Bloom's Literature, Gale Student Resources, World Almanac and more.** See Ms. Taft or Mr. Montero for passwords.