


POWAY HIGH SCHOOL LIBRARY 2009-2010

NEW THIS YEAR!

 Subscription Database Login

Username: powayhs

Password: titans10

LIBRARY STAFF:

Katherine Powell, Teacher Librarian
(ext. 5461)

kpowell@powayusd.com

Jan Hurley, Library Media Technician &
Textbook Specialist (ext. 5465)

jhurley@powayusd.com

Library Circulation Desk – ext. 5466

LIBRARY HOURS:

Monday – Friday 7:00 to 3:00

Staff Development Mondays 8:45 to 3:00

TEXTBOOK DISTRIBUTION:

Daily 7:00 – 3:00 through August 28

Most students picked up their textbooks at registration. For those that didn't, the library is open before and after school, at break and lunch for textbook checkout.

USE OF LIBRARY & LIBRARY COMPUTER LAB

Instruction on how to sign up to use the Library, L2 Reference Room and the L13 Computer Lab can be found on the library website:

<http://powayusd.com/pusdphs/LIBRARY/forteachers.html>

The calendars for these rooms are viewable in your Outlook email.

The L13 Computer Lab will open for class visits beginning August 31. When coming with your class to the library computer lab, please fill out one of the seating assignment charts. We will keep these in a notebook in L13 by teacher

name and period so you will only need to complete them once if you prefer. These sign in sheets have made the students responsible for any problems and have resulted in less library and tech staff interventions. Your immediate report of any lab problems to library staff is required to keep our labs running smoothly.

LIBRARY PASSES

Students need a pass to come to the library during class time. You may use the PUSD Call Slip passes (available in the discipline office) or write your own pass. If you write a library pass, please include the student's name, the date, the time sent, the time to return, the purpose of the visit, and your signature .

Teachers may send only one student at a time to the library. Please arrange with Katherine for larger groups.

LIBRARY INSTRUCTION

Library staff is available to provide one-on-one instruction for students and staff. This year we would like to make sure all faculty and students are able to login to the **Destiny** catalog and view all library and textbooks they are responsible for. Katherine is available to collaborate with teachers on integrating research skills and strategies into the curriculum. Library staff is very willing to work with you to provide the information you and your students need. Please call on us!

SUBSTITUTES

Please **do not** send your classes to the library or the library computer lab with a substitute. We will be glad to reschedule your visit when you return from your absence.

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OVERDUE NOTICES will be sent out periodically to 4th period teachers. Your help in getting overdue books back is most appreciated. Remember students and staff can login to the library catalog to check on and renew library materials.

ID CARDS

Students should carry their ID cards whenever they are on campus. The card is used to borrow library and textbooks. The cost of a replacement ID is \$5. Replacement IDs are issued from the library.

TEXTBOOKS

The library will be open for textbook checkout only through August 28. Students are charged for damages to books and barcodes and have until Sept. 11 to report any book damage not noted inside the cover. **Do not let students leave books in the classroom.** Sign up with Jan if you need to switch texts as a class.

COMPUTER AND INTERNET ACCESS

The signature verification form that each student returns yearly has check boxes where parents authorize their student's use of the internet. You will be notified if any of your students do not have access to the internet

STUDENT NOVELL LOG ON

Username: ID number
Password: Birthday (ddmmyy)

LIBRARY SUBSCRIPTION DATABASES

Login: powayhs Password: **titans10**

The login information for the library databases is on the back side of the PHS ID card. All databases are accessed off the library website:

<http://www.powayusd.com/pusdphs/library>

COMPUTER PRINTING & SAVING

All the student computers in the library print to the coin-operated laser printers. These printers are owned and maintained by an outside vendor. It is 15¢ a page for black and white prints and 50¢ a page for color prints. If students need to print and do not have the funds, please advise them to see the library staff. Students are encouraged to save to their network drive. Students also may save to a USB flash drive, 3 ½" disk, or CD.

PHOTOCOPIES

The library has a coin operated copier for student use. It is 10¢ per page. It copies onto letter or legal paper. It does not do back-to-back copying.

WRITING WITH STYLE REVISION

The *MLA Handbook for Writers of Research Papers* was revised. The district *Writing with Style* manual is in the process of being revised to reflect the changes. We will update you when the revised *Writing with Style* is available. New bibliography helpers are also in the works.

READ CALENDARS

Coming soon for your holiday gift giving, are calendars featuring the READ posters and inspiring reading quotes, authors' birthdays and PUSD holidays. Reserve yours today and help fund the PHS library.

Welcome back! Please visit often.

