

**Independence High School Library and Computer Lab**  
**Teacher Information**

- ❖ You can see the **Library Calendar** via the Independence High School folder in your Internet Favorites to check the library and computer lab (A and B) availability.
  - ✓ Open the Internet on your computer.
  - ✓ Click on “Favorites” , where you will find a folder titled “Independence High School”.
  - ✓ Highlight the folder to bring up its contents, and slide over to the link “IHS Library Calendar”.
  - ✓ Use the calendar to help you check availability to plan your lessons.
  
- ❖ **Reserve** the library and/or the computer labs by either emailing me or stopping by the library and speaking with me directly. Two or more days’ notice would be preferred in order to sufficiently plan.
- ❖ As part of your reservation request, please fill out the **Library Services Request Form**, which I have included in this teacher packet. These are also available by the teacher mailboxes and on our Library Web Page under “Teacher Resources and Information”.
  
- ❖ The evidence is clear...students achieve better (and test scores are up) for those schools where teachers **collaborate** with the teacher-librarian and information literacy skills are being infused. Take advantage of the resources, help, and expertise I can provide. Together we can make a lesson plan even stronger!
  - ✓ Share with me your lesson plan, project assignment, or ideas.
  - ✓ Allow me to share with you what resources I have to enrich your lesson.
  - ✓ Collaborate with me so that we can work as a team to not only teach students the content standards you need to teach, but also the information literacy skills they can apply to that learning.
  - ✓ You will see improved learning and outcomes, and these skills will transfer over to other classes and future assignments.
  
- ❖ When you bring your students to use the **computer lab**...
  - ✓ Their user-name is their 6-digit UID number, which can be found on your roll sheets. Please take the time *before* coming to the lab to make sure everyone knows their UID number. Have them write it down. Bring your roll sheets to the lab just in case someone still has trouble.
  - ✓ If this is your class’ first time to the lab, I will take 3-5 minutes to instruct the class how to log on for the first time and to set their passwords.
  - ✓ If you plan to have students print more than five pages each, please bring paper for the printer.
  - ✓ Make sure everyone logs off and pushes in their chair before leaving.

- ❖ When you bring your students to use the **library**...
  - ✓ Remind students of library etiquette, such as to enter quietly & whisper.
  - ✓ Make sure everyone brings their student ID in order to check out a book.
  - ✓ Make sure everyone picks up their trash and pushes in their chair before leaving.
  - ✓ All students need to exit by passing through the security gates.
  
- ❖ You can find **more information** on the “Independence High School Library and Computer Lab Etiquette and Policies” handout included in this teacher packet.
  - ✓ Proper behavior and etiquette.
  - ✓ Staff names and hours of operation.
  - ✓ Policies for checking out books and overdue fines.
  - ✓ Computer lab policies and individual check-out procedures.
  - ✓ The Dewey Decimal Classification System.
  
- ❖ **Services** I can offer...
  - ✓ Instruction on where to find and how to use the Databases.
  - ✓ Instruction on where to find and how to use our e-books.
  - ✓ Instruction on how to use the online card catalog, OPAC (on-line patron access catalog).
  - ✓ Lessons and worksheets for Information Literacy skills, such as...
    - Developing and narrowing a topic
    - Selecting the right sources
    - Types of reference books
    - Locating information—including Internet search engines
    - Evaluating web sites for validity
    - Note-taking and source cards
    - Works cited
    - Paraphrasing
    - Plagiarism
  - ✓ Copyright information
  - ✓ Library orientation
  - ✓ Student Interest Inventory survey to help with pulling SSR books
  - ✓ Pulling books and finding computer resources (Internet, Databases, e-books) for research or projects
  - ✓ Developing handouts to go along with the instruction I give
  - ✓ Collaborating with you to make a cohesive lesson plan
  - ✓ Working with you to add needed resources (i.e., books on certain topics) to the library collection

**Always remember...** *"I am here to help!"*

*Sondra Keckley*

Teacher Librarian  
Independence High School