



WHERE TO GO OR CALL WHEN YOU
NEED INFORMATION AND OUR
LIBRARY IS CLOSED:

Cape May City Branch of the
Cape May County Library
Ocean & Hughes Streets
Cape May
884-9568

Hours: Monday-Friday 10am-5pm
Tuesday and Thursday 7pm-9pm
Saturday 10am-4pm

Lower Branch of the
Cape May County Library
2600 Bayshore Road
Villas
886-8999

Hours: Monday, Wednesday, and Thursday 9am-8pm
Tuesday and Friday 9am-5pm
Saturday 9am-4:30pm

Cape May County Library
13-34 Mechanic Street
Cape May Court House
463-6352 (Reference Department)
Hours: Monday- Friday 8:30am-9pm
Saturday 9am-4:30pm
Sunday 1pm-5pm

<http://www.cape-may.county.lib.nj.us/index.htm>

MEDIA CENTER



LOWER CAPE MAY REGIONAL HIGH SCHOOL
687 ROUTE 9
CAPE MAY, NJ 08204
(609)884-3475 ext. 277

Staff:

Librarian: Mrs. Tish Carpinelli
Library Aide: Mr. Bob Kenig

Afterschool and evening hours:
Monday-Thursday 2:30-3:30pm
Tuesday evenings 6-8:00pm

STUDENT HANDBOOK



WHEN CAN YOU COME TO THE MEDIA CENTER?

Before school: The library is a great way to start your school day — study, make photocopies, work quietly, read the newspapers, select books or other resources, surf the 'net, and more! The library is open from 7:20am.

During study halls: Students are allowed to come to the Media Center during study halls if they have their passbook signed by a subject area teacher. Have your study hall teacher sign as well.

During lunch periods: You may come to the Media Center during lunch with your passbook signed by a subject area teacher for the purpose of research or study.

Afterschool and Tuesday evenings: Please sign-in at the front desk. No passes are required.

During the school day (coming from a class): Make sure you have your passbook! It should have your name, date, and the teacher's signature. *We will ask you to return to class if you do not have your passbook, so please make sure you have it!*



SOME COMPUTER/INTERNET POLICIES

(For a complete list, see our school district's Acceptable Use Policy)



Because our computers are to be used primarily for research, students who are using the Internet for a school assignment get priority over those who are just "surfing for fun."

We have Internet filtering, which keeps out most of the objectionable sites in cyberspace. However, no filtering system is foolproof. Make sure that when you surf, you stay away from any search terms or links which might make a teacher suspect that you are trying to find something inappropriate. We will deal strongly with anyone who is trying to use the Internet to access the wrong kind of information!

Because the school is responsible for communications coming from the Media Center and, because we cannot closely monitor what you are typing, we do not allow students to enter chat rooms, send email, IM or send any kind of messages via computer. If you need some information for a school project, and e-mail would help you get it more quickly, see Mrs. Carpinelli, and she will let you use her e-mail account.

Do not change any of the settings on the computers (wallpaper, screensavers, etc.), or insert your own CD-ROM's.

Solitaire and other games are allowed *after school only*.

Watch your language when you use the computers. If it is not appropriate to say out loud in school, do not type it in the computer!

Use our computers responsibly, and have a lot of fun!

OUR COLLECTION



We have over 20,000 books, videos, and DVDs in our collection. We also have about 70 magazines for you to browse. We are always willing to take requests for new materials, so if you have any new books or magazines that you would like to see on our shelves, please let Mrs. Carpinelli know!

Our book collections include:

Reference (shelved with regular books)

Non-Fiction

Fiction

Biography

Children's Picture Books

Paperbacks

Audiobooks



We are also fortunate to have a large number of internet-accessible computers accessible here in the Media Center.

Our online resources include:

Online Library Catalog

Periodical Indexes

Fulltext Online Databases such as:

Student Resource Center, Opposing Viewpoints Resource Center

Congressional Quarterly Researcher, Magill On Literature,

History Reference Center, Science Resource Center,

Grolier Online Encyclopedia

We also have a computer scanner and digital cameras (for use here at school).



HOW DO YOU CHECK OUT BOOKS?

Students check out books using their ID numbers, at the front desk.

HOW LONG CAN YOU KEEP THE BOOKS/TAPES YOU CHECK OUT?

Most books go out for a four-week period, or overnight if they are "reference." Videotapes and DVDs go out for one week. Most items can be renewed, but you must bring them to the library to do so.

WHAT HAPPENS IF YOU KEEP BOOKS TOO LONG?

We do not have overdue fines at the LCMR High School Media Center, but you will not be able to check out any books if you have overdue materials. If we need the overdue books back, we will sometimes call your parents in order to have them returned quickly and/or disable your computer access, or other measures necessary to get the materials back to the library.

WHAT IF YOU LOSE A BOOK?

Lost or damaged books must be paid for, or else your report card will be withheld (if you are a Senior, your diploma will be withheld).

LIBRARY BEHAVIOR

1. Respect other people and their property. Treat teachers, staff, and other students with the respect that we all deserve.
2. Do not eat in the library.
3. If you are coming to the Media Center, and you are not with a class, you **MUST** have your passbook! Also, if you leave the library for any reason, show your passbook to the library staff.
4. Keep your voice down, and keep noise to a minimum. The library should be a place where people can concentrate and work without being disturbed!
5. "Surf" the 'net responsibly.
6. Do not line up at the door or near the desk before the bell.

SERVICES

PHOTOCOPIER: If you are copying an article for school, it is free. Personal photocopies are \$.10 each. Please pay for your copies at the desk.



COMPUTER PRINTING: You may print one copy of an article, web site, report, photo, etc. for school projects. Any additional copies should be photocopied for \$.10 each. Also, any printing for personal use should be done before or after school at a cost of \$.10/page for black and white, and \$.50/page for color.



INTERLIBRARY LOAN: Even though our library is limited in the number of books available on our shelves, we are able to borrow almost any book that you might need, for research or pleasure. You should give us two weeks in order to get them for you.



FREE HERALDS: Every Wednesday, we have a stack of free Cape May County Heralds for you to pick up. So stop down for your free copy, and keep up to date on local news and sports!



REFERENCE HELP: Here at the LCMRHS Media Center, we are always willing to do our best to meet your research needs. We won't *do* your paper for you, but we will make sure that you have the information you need to get the best grade possible! Please ask for help if you are not able to find what you need!

SPECIAL PROGRAMS

LIBRARY LUNCH PROGRAMS are held throughout the year. Some themes from past years were:



Chicken Soup for Lunch, Library Laughs at Lunch, Creepy Library Lunch, Lovable Library Lunch, Festive Library Lunch, and Poetry Coffeehouses.

R.A.D. (READER APPRECIATION DAY)

Each year during the month of May the library likes to recognize the students at LCMR that love to read. We set aside one day for reading, food, and prizes as a "thank you" to all of you who love reading for pleasure!



Listen to the morning announcements for these special programs, and check out our Media Center web page for more info!

<http://lcmrschool.org/lcmr/Media/HS/index.htm>