



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
Aide: Mr. Bob Kenig

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

TEACHER HANDBOOK

SERVICES

PHOTOCOPIER: Self-service photocopies are free for school work. Personal copies cost \$.10 each.

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.



NEWSPAPER DELIVERY: The Media Center will deliver your copy of the *Inquirer, Star-Ledger, Wall Street Journal, or New York Times* every morning. Sign up during the first week of school for this service.



FREE HERALDS: Every Wednesday, we have a stack of 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!

LAMINATING: We have a 25" laminator available for use. You can come down and use it yourself, or send a student with your materials, and we will do them as soon as we are able.

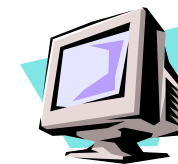
TEACHERS' SWAP SHELF: Come grab a "grown-up" paperback in exchange for one of your own!

REFERENCE HELP: Here at the LCMRHS Media Center, we are always willing to do our best to meet your research needs. If you need help finding resources, either in print or on the Internet, or would like a lesson on the Internet, just ask!



SOME COMPUTER/INTERNET POLICIES

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



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

Students are not allowed to enter chat rooms or send e-mail or any online messages. Of course, if you, as a teacher, want an individual in your class (or an entire class) to have access to e-mail, that can be arranged.

Students are not to change any of the settings on the computers (wallpaper, screensavers, etc.), or insert their own floppy disks or CD-ROM's.

Solitaire and other games are allowed *after school only*. (Students under the supervision of a teacher are allowed to play games at that teacher's discretion.)

Students 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, students printing for personal use should do so before or after school at a cost of \$.10/page for black and white, and \$.50/page for color.



OUR COLLECTION



We have over 20,000 books and videos in our collection. We also have about numerous 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 us know!

Our collections include:

Reference (shelved with regular books)
Non-Fiction
Fiction
Biography
Collective Biographies (920's)
Children's Picture Books
Paperbacks
Audiobooks
Videotapes and DVD's
CD-ROM's

We are also fortunate to have 36 desktop computers along with a laptop cart which houses 10 additional computers, all accessible to the Internet, plus a computer lab with an additional 23 computers.



Our online resources include:

Online Library Catalog
Online Magazine Databases such as: *EBSCOhost*.
Full-text Databases such as *Opposing Viewpoints Research Center* and *Student Research Center Gold*, *Magill on Literature, History Reference Center*, *Congressional Quarterly Researcher* And *Grolier's Online Encyclopedia*

Other equipment available for short-term loan:

Digital cameras, Polaroid camera, regular cameras, videocameras, desktop presenters, TV's/VCR's and DVD players, slide projectors, filmstrip projectors, overhead projectors, computer/video projectors and screens, and Classroom Jeopardy.

HOW DO YOU CHECK OUT BOOKS?

Students check out books using their ID numbers, at the front desk. Teachers can check out items using their name.

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

Most books go out to students for a four-week period, or overnight if they are "reference." Videotapes go out for one week. Teachers may check out books for the entire school year, but we ask that videotapes be returned within a week.

WHAT HAPPENS IF STUDENTS KEEP BOOKS TOO LONG?

We do not have overdue fines at the LCMR High School Media Center, but we sometimes resort to turning off students' network computer accounts, limiting their attendance at prom, or other disciplinary measures in order to get materials back.

STUDENT LIBRARY BEHAVIOR

We ask students to adhere to the following policies when visiting the Media Center:

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 a proper pass. Also, if you leave the library for any reason, show your pass 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.





WHEN CAN STUDENTS COME TO THE MEDIA CENTER?

Before school: The library is a great way for students to start their day — to 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 may come to the library during study hall provided they have a pass from one of their subject area teachers. They present this pass to the study hall teacher, who initials it and sends them to the library.

During lunch periods: Students may come to the Media Center during lunch with a pass from one of their subject area teachers for the purpose of reading or research.

Afterschool and Tuesday evenings: We are open Monday-Thursday from 2:30-3:30pm and Tuesday evening from 6-8pm.

During the school day (coming from a class): Students may come to the Media Center during the school day provided they have a pass with their name, date, and their teacher's signature. *We ask students to return to class if they do not have a pass.*

***National Honor Society Students** may come to the library with their gold card.



SPECIAL PROGRAMS

CHICKEN SOUP FOR LUNCH and other lunchtime programs.



Students and staff are invited to free lunch programs with inspirational readings and free refreshments. We convert the library classroom into the "library café" for this fun event!

R.A.D. (Reader Appreciation Day) is held in May. It is the



library's opportunity to show our appreciation to the avid readers among our students and staff. Participants enjoy a quiet uninterrupted time of reading followed by refreshments, prizes, and giveaways.

Faculty Lunch 'n Learn programs are a great way to learn about new technology, books, and other resources available to you through the Media Center. Look for announcements via email and your mailbox with upcoming programs. They are held during all four lunches here in the Media Center, have a delectable menu, and count for professional hours!

