

Library Information & FAQ's

Library norms

1. You may sign up for the library at the last minute or even into the period if space is available.
2. We make coffee all day, every day- it's good, it's free, and you can help yourself.
3. Please give any lengthy and detailed instructions to your students in your classroom prior to coming into the library so we can keep the noise level to a minimum.
4. At the end of the period, ask your class to pick up the trash in their area, (especially if they were working on projects in the workroom) return tables to original spots if they were moved, and push in their chairs.
5. We rely on the classroom teacher monitor the noise level and behavior of their students. Often the greatest noise is when they enter the library and when they leave a group.

Reserving Library Space:

Library:

Space is reserved on a first-come, first-served basis and two classes per period are always allowed to sign up for the library. Each class automatically has access to 12 computers and if only one class signs up the other class may use all 24. *It is helpful when you sign up if you indicate if you will not need computers.* You will receive an email confirmation if you email your request and we will also advise you if space is not longer available that period. You can check availability using the [Google calendar link](#) on the [FHS Library Page](#) or schedule in-person.

Checking Out & Renewing Books- students and teachers

The student check-out policy is a 10 book limit for three weeks. Books can be renewed in additional three-week increments. Students do not need their student ID and we can find them by their last name. A 20 cents per day late fee is assessed for late books of up to \$6. Teachers may check out any of the books, including reference, in three week increments but there are no fines assessed.

Viewing Room

This is the teaching classroom adjacent to the Studio. It has a digital projector that can be used with the computer, your laptop or from the VHS/DVD player housed in the room. It is equipped with 34 desks, a podium, an overhead and a table. Cable TV can also be watched live or by recording it on the DVR. You can check availability using the Google calendar link on the FHS Library Page or schedule in-person.

Conference Room

This room seats 12 comfortably and when not in use is a part of the SAC. This room must be scheduled in-person in the library

Studio

This room adjoins the viewing room and has a small inner and outer room. The outer room houses the video editing station and the inner room is a sound studio & lighting that can be used for recordings and filming.

Work Room

This room has a paper cutter and the colored butcher paper as well as a large work space for teacher or student projects. There is space for approximately 12 students around the table. We have magazines that can be cut up including scissors, tape & glue. Poster board is for sale in the library for .50 apiece.

Library Services & Equipment

- 13 "Drop-in" computers- solely for drop-in student use & overflow
- Laminator
- Copier/Scanner/Fax
- Cable TV program recording on the digital video recorder (DVR)
- Opaque projector
- Check-outs for: projector carts, slide projectors, Carousel slide projectors,
- Fender Public Address System (comes in a one-piece & easy to move)
- Butcher paper rolls in a variety of colors
- Video editing station (Dual Intel 3000+ with 1TB of hard drive space)
 - Has Adobe CS4 Suite including: Photoshop, Premier, & Dreamweaver
- For sale: Poster board, note cards, glue sticks, batteries and CD-R's
- Calculators for check-out
- Overheads
- Video archive service (conversion from CD-ROM or VHS available)

Librarian Services

Lesson collaboration for any library/research related topics including:

- Book talks for specific genres or simply books to read for pleasure
 - Often the viewing room is used but at certain times it is easier to have me bring the book cart to your room and conduct the talks there.
- Database informational Lectures
 - These can range from 10 minutes for a quick overview to more in-depth look at what the various databases in the school and at the Boulder Public Library can offer.
 - What we carry
 - **EBSCO**
 - Points of View
 - EBSCOhost
 - Literary Reference Center
 - Science Reference Center
 - **ABC-CLIO Databases**
 - American Government
 - American History
 - Issues
 - United States at War
 - United States Geography
 - World Geography
 - World History- Ancient
 - World History- Modern
- Research Discussions & Lectures
 - Citations and academic honesty
- Evaluating Internet Sources