

ZHS Library Information

The library is open from 6:45 am until 3:30 pm for students and teachers. If a TEACHER is working after 3:30, they can stay as long as they like but students must leave at this time.

The after school tutoring program, entitled HELP, is sponsored through the academic assistant principal's office. It begins at 2:45 and ends at 3:30. Students may receive tutoring in any core course area (math, science, English or social studies) or work in a computer lab as long as they are working on an assignment or something academic—students may not surf the web or play games.

The ZHS Library has 2 thirty station computer labs which are flexibly scheduled. The library also has 7 laptop carts that are available for checkout. The library labs tend to book up fast so teachers should come by early in the semester to look at the library calendar and schedule your lessons.

Teachers are encouraged to plan lessons involving technology utilizing these labs. Both librarians are former classroom teachers and want to collaborate with teachers in planning lessons. The librarians will assist teachers by:

- Helping them plan a technology integrated lesson & assisting them with their students in the labs.
- Creating pathfinders with teachers to assist students in locating information for research-based lessons.
- Teaching students mini-lessons on locating academic information in the library and on the World Wide Web.

Teachers on their off hours are welcome to work in the library especially if your classroom is used by a floating teacher. Teachers please try to use the copy machines in the teachers' lounge but are welcome to make copies in the library EXCEPT from 7:00 to 7:15 am. It is primarily for student use and if teachers tie it up at that time, it makes the students tardy to class when they have to wait for a teacher's job to finish before their copy prints. Anytime that there is a class in the library printing assignments, the students have priority and the teacher must wait. In the library, students' printing needs come first.

The Zachary School District pays for us to have access to academic databases: one is EBSCO which provides online access to thousands of articles from magazines and reference books. Another database is World Book and both of these can be accessed from home by students and teachers. Both contain up-to-date credible information that students and teachers should know how to access.

Christie Burns is the sys op for the school and all computer problems must be reported to her before a work order can be submitted. All requests must be in writing—email is preferred. This gives her a chance to troubleshoot the problem first and if necessary she will submit a work order to the district computer technician. These guys are wonderful and often respond in 15 minutes or less.

Christie is also the webmaster for the ZHS website. Teachers are encouraged to take pictures of their students doing things in the classroom. If they would like to have items featured on the ZHS Snapshots

page or on the ZHS homepage as the Picture of the Week, they should email to her their pictures & a brief description of what the students are doing to so that she can post them on the web. Any announcements that teachers want added to the ZHS website should also be emailed to Christie.

****Reminder about Inventory – All computers, starboards, & projectors are checked out to individual teachers. Teachers should NOT move any equipment out of their classrooms into another room. If something is broken or is no longer needed, a request needs to be submitted to Christie. She has to get approval on any items that are being moved from its original location.**

The library has a digital camera that is available for teachers to checkout. The library also has 2 laptops that teachers can checkout. Teachers must sign an Off-Campus form if any of this equipment will be taken off campus. Please see either librarian to check out any of this equipment.

The librarians assist the English department in the Accelerated Reader Program. Students complete all AR activities during the hour they take English—taking AR tests and checking out books—or before or after school.