



Welcome to Green Valley High School's

# Library Media Center

[www.greenvalleyhs.org/library](http://www.greenvalleyhs.org/library)

## General Student Information

### **Borrowing Books**

The Library Media Center (LMC) is still a place to borrow books. You may check out two at a time for a two-week period. If you still need a book after this time, you must renew it, although we do reserve the right to disallow a renewal if other students need it. If you do not return a book on time, there is a fine which starts from the first day the book is overdue. The fine is .25 per day up to \$5.00. If the book is still out over the summer, it may go up to \$20.00 per book. Often throughout the year we must put books "on reserve" because many students may need the same ones. You can find the information online when we do this.

### **Computers**

We have computers to meet a variety of needs, like accessing our book catalog, doing online research, and word processing

Using a networked computer requires you to have a completed AUP form on file. Saving files on a flash drive or memory stick is best.

### **LMC Website**

Students may access the LMC website from GVHS's homepage under the "GVHS Websites" link or by typing in the following URL: [www.greenvalleyhs.org/library](http://www.greenvalleyhs.org/library). It consists of pages related to books and online information sources. You can access our electronic book catalog from the HOME page and BOOKS page.

On the BOOKS page are drop-down menus for authors which include their most popular books and official websites. The page also provides numerous other links for sites related to books and reading.

The RESEARCH page provides drop-down menus with links to sources of information for student research. Many of these sources are subscriptions and require usernames and

passwords, all of which are available by clicking the KEY icon and typing in the unlock code available in the library and from your teachers. The page also provides numerous popular search engines.

### **Printing and Copying**

Black and white printouts are .10 per side. Color printouts are at least \$1.00 per side.

### **Acceptable Use Policy**

An "Acceptable Use Policy" (AUP) is a formal agreement between students, parents, and the school regarding proper and ethical use of online information. You must therefore have on file an AUP signed by you and your parent or guardian. You will find the form in this packet and can also access it from the ARNA link on the LMC website. You may turn it in to your homeroom teacher or take it directly to the library. Once your name has been entered into the GVHS server by our ECS (Educational Computing Strategist), you will be able to use your account to access the school network.

On the ARNA form, parents also give permission to use images and/or video of students for promotional purposes.

### **Public Library Cards**

You will no doubt do research for classes during the year. If you do not already have one, you can help yourself by getting a public library card. They will provide on-site access to all the databases of the Clark County Library District (CCLD) and, for Henderson residents, remote access to those of the Henderson District Public Library (HDPL). A new Henderson public library has recently opened at Sunset and Green Valley parkway (207-4260). The Paseo Verde branch is just east of the Green Valley Ranch resort (492-7252).

### **Hall Passes**

During class time, completed hall passes are required for students entering the LMC.

### **Media Center Sign-In**

When you come into the center without your teacher, you need to legibly sign in at the front desk; we will inspect your pass.

### **Media Center Hours**

You are welcome to read, study, browse, or use the computers before school beginning at 7:00, during either lunch, and after school until 3:00.

### **Your Best Behavior Always**

Using Our Media Center is a privilege. You may not remain if your behavior is loud, vulgar, profane, or in any way disrespectful to classmates or staff. If you abuse this privilege, you will lose it. Food or drink is not allowed.

### **Learning and Knowledge**

The media center is a place where important learning occurs. Students cannot only improve abilities to find and use information but can come closer to realizing that information is only the beginning of a life adventurously guided by knowledge.

Welcome to Green Valley High School.

799-0950 ext. 4025

