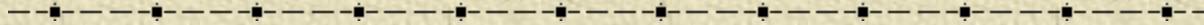
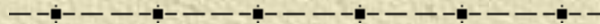




Welcome to Mediapolis Libraries



Elementary
Middle School
High School



Library Staff

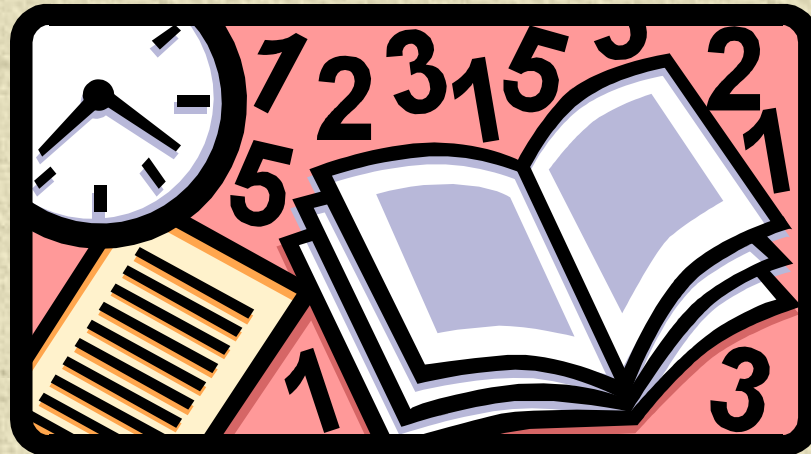
Pre K – 5 th	Middle School 6 – 8 Grades	High School 9 – 12 Grades
Library Para Educator Sue Birkenstock	Library Para Educators Christine Kirby Pam Honson/Sandra Wyss	Library Para Educator Karen Wick
8:00 – 3:30 RM/Ext 412	8:00 – 3:30 RM/Ext 310	8:00 – 4:00 RM/Ext. 115

Role of the Library Media Center

✦ Promote Reading

✦ Gather Materials

✦ Teach Information Skills



SERVICES

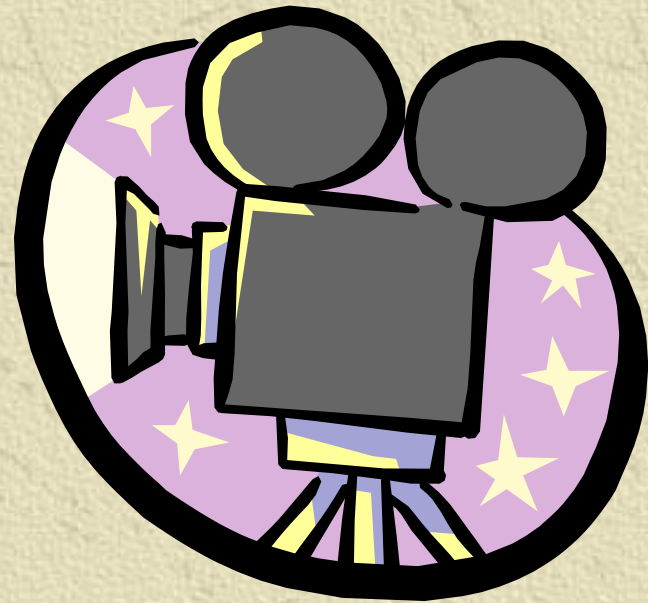
✦ Library Web Page

✦ www.mediapolis.k12.ia.us/library/libmain.htm

- ◆ Library catalog
- ◆ Online databases
 - ◆ *World Book Encyclopedia online*
 - ◆ *EBSCO host* full text articles
 - ◆ *SIRS* articles
 - ◆ Clipart and Multimedia Archive

AUDIOVISUAL

- ✦ LCD (video) projector, digital camcorders, digital camera
- ✦ Overhead projectors & bulbs
- ✦ Video camcorders
- ✦ Batteries, etc.



HS Student Equipment Requests

- ◆ Request Form must be signed by parents, student and teacher then submitted to the H S Library
- ◆ Digital Camera
- ◆ Digital Camcorder
 - Must be class project related work
 - Parents take responsibility for equipment while in student's possession
 - Check-out is over night use only
 - (recheck is possible for extra time)
 - Fines for over-due

ICN ROOM

✦ K-12 Connections ICN site

- ✦ <http://www.k12connections.iptv.org>

- ✦ Schedule programs online yourself

- ✦ Call HS office to be put on the schedule

(the HS Library also keeps a schedule of ICN room usage)

Custodians unlock the ICN room

Great Prairie AEA

✦ www.gpaea.k12.ia.us

- ✦ Books and videos are listed in the WEB/MAX catalog
- ✦ Call 1-800-382-8970, ext. 153 or 154 for the Media Center



Great Prairie
AREA EDUCATION AGENCY

Mediapolis School Library Policies

- ✦ Come prepared to work
- ✦ Respect the rights of others to work
- ✦ Ask for help
- ✦ Maintain a quiet environment
- ✦ No unsupervised students in the library

Mediapolis High School Library Procedures

✦ Passes Are Required

- ◆ **Exception:** when student is on open campus, during their lunch time, or before/after school
Under “exception” students must sign in.
- ◆ No Food or Drink
- ◆ No Cell Phone Usage
- ◆ No I-Pod or other similar personal digital devices
- ◆ No Game Playing on the computers (unless teacher directed)

Mediapolis High School Labs

-
- ✦ Teacher may sign in classes on the clip boards at the circulation desk
 - ◆ Blue clip is for Room 111 H S lab
 - ◆ Yellow clip is for the Library/Lab
 - ◆ Classes signed in have priority over students with a pass
 - ◆ Most time increments are for ½ or whole blocks

High School Library Lab Computers

- ✦ Even Numbers
 - ◆ Firewire cards
 - ◆ DVD burners
- ✦ Odd Numbers
 - ◆ CD drives only
- ✦ Color Printing
 - ◆ Lab room 111
- ✦ Publisher
 - ◆ All computers



Research Papers

✦ Library Para

- ◆ May research and pull books for requested subject content
- ◆ Research on-line subjects for teachers
- ◆ Check out multiple titles to teacher for class use
- ◆ Cart and deliver the materials for use in the class room
- ◆ Help students find books
- ◆ Check out books/magazines to students

Mediapolis School's Libraries



✧ Books

- ✧ Fiction
- ✧ Non-Fiction
- ✧ Reference

✧ Magazines

- ✧ Variety of Titles

✧ Newspapers

- ✧ The Hawkeye
- ✧ The Des Moines Register

✧ Computers

- ✧ 24 in Library /Lab
- ✧ Printer on site

Student projects on display
Library Para-Ed on site daily

Mediapolis Community Schools Libraries



✦ Reading Opens the
Doors to the World

✦ Phone 394-3101
✦ ext. 115

✦ Thanks for visiting!