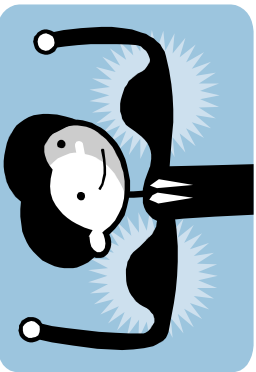


GET MORE SUPER TEACHING POWERS
WITH KNOWLEDGE ONTARIO
AND OLOL LIBRARY WEB PAGE!

<http://fc.ldcsb.on.ca/~m.zammit>

(Clip and keep this bookmark by your computer, and use these resources for teaching or for your own personal academic research!)



Learn
Something
New
@ Your
Library!



Want to know how to create a newsletter using MS Publisher? Unsure how to use the Library Catalogue? Looking to create a fantastic slideshow?

This year, the library will offer several lunch & learn sessions throughout the year. Suggestions for future sessions are always welcome!

Bring your lunch and get ready to learn!



Having a
Bad
Computer
Day?

Just send in a Computer Support Request Form!

1. Open **First Class**
2. Click on the **AV & Computer Support** icon (on the desktop)
3. Click on the **Computer Support Request Form** icon
4. Complete and submit the form (remember to indicate school or it won't get sent!)
5. You can also use this tool to submit an **AV Request Form**, an **eSIS Request Form**, or a **Web Filter Request** to unblock or block a particular web site. It's that easy!

LONDON DISTRICT
Catholic School
BOARD *The Spirit is Alive*
WHAT'S NEW @
Our Lady of Lourdes Library
FOR STAFF

Want to know what's new in the library for staff? Then visit the **What's New blog!** See who has library time, what special events are going on, new book alerts or other exciting news! Just go to the library web page and click on the **What's New for Staff** link!

Your Library is OPEN 24/7!

The school library may close at 4:00 p.m., but you can still visit online any time of day! Go to <http://fc.ldcsb.on.ca/~m.zammit> right now to access the library catalogue, online databases, terrific web links and more!



Looking for some great resources for your students' upcoming assignment?
Save time! Ask a Librarian!

Get Access To Even MORE Resources Through LDCSB's Learning Materials Centre!

Your LMC has over 5,000 resources in various formats and grade levels to support cultural diversity and a variety of learning styles from grades K to 12:

- Video (VHS & DVD formats—most [excluding some Professional reference materials] licensed for classroom viewing)
- Novel sets
- OSAPAC software
- Big books
- Professional reference
- Audio Visual Equipment
- French Resources

Search the LMC electronic catalogue @:
<http://media.ldcsb.on.ca>

MEDIANET
online booking

Welcome to Our Lady of Lourdes Library & Resource Centre



Marisa Zammit,
Librarian,
B.A. Hons., MLIS

Welcome!

Another school year has begun, and I am happy to welcome returning staff and new arrivals to our library. I hope this little guide will acquaint you with the services and resources available to you here, and that you will find great uses for them through the course of the school year.

I invite you to visit the library and talk to me anytime about how I can dovetail library instruction with your classroom curriculum. If you have any questions or require assistance with your information needs, do not hesitate to ask!

I wish you all the best for the school year as it unfolds.

Your partner in education, Marisa.



Library Hours

Open Monday to Friday from 8 a.m. to 4 p.m.

THE LIBRARY IS CLOSED DURING RECESS AND LUNCH HOUR. HOWEVER, IF STAFF REQUIRE SERVICE, PLEASE SEE ME.

Students are not to be left unattended in the library. If your students require use of the library during recess or lunch, you must provide supervision. Thank you.



The Key To All Your Information Needs!

OLOL Library has what you need to support curriculum and enhance your learning environment:

- Reference material
- Non-fiction books for all reading levels
- Fiction titles to appeal to all types of readers
- Computer software for professional use
- AV equipment and materials including mobile computer/data projector
- Computer lab with educational and productivity tools.
- Library web page with access to catalogue and databases, subject-specific web links updated regularly...
- And so much more!

Many Happy Returns!

To better serve our classes, please return your classroom's library books **on the morning of your library day before class begins or after announcements**. This is a time-saving measure that allows me to check in books and prepare overdue slips before class library times, so that when your students come, they will have my full and undivided attention. **Please appoint a "library helper" with the task.** A small tub or basket can facilitate transportation of library materials. Thanks!



Respect Copyright...It's The Law!

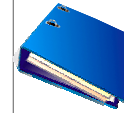


Please remember to refrain from presenting any movies designated for home use to your classroom unless they are covered by our site license with Visual Education Centre/Criterion. Refer to your Public Performance Site License package to confirm which studios are covered by our agreement. Part of respecting copyright includes adhering to our contract and diligently reporting what films you have viewed. Please fill out the form attached to your TV, or attach the form from your package in a prominent place in your classroom as a reminder. Remember also that most movies from the Learning Materials Centre have Public Performance Rights attached and do not need to be recorded on the form.

The Sound of Silence

The library is a shared facility and it is important to keep the noise level at a minimum. I have explored the option of equipping the computers with headphones, but there are health concerns surrounding the sharing of such equipment. I noticed that when Lori had the Intermediates do their music assignment in the lab last year, all of them brought their own headphones/earbuds so that the noise would not disturb others. I liked the end result of peace and quiet for other library users, so this year I want to extend the request to all students. Please help me communicate the need for them to bring their own headphones/ear buds for use in the computer lab. Parents can purchase them at the dollar store. Look for headphones that have a 3.5mm jack, like the ones used with portable audio devices. Store them in a clearly labeled Ziploc bag. Headphones can stay in the classroom and come with your students to the library for their sole use. Many students might already have devices that use headphones, and these will also work on our computers. Thank you for helping to make the library work even better for our students!

Think BLUE When You Need To BOOK Time!

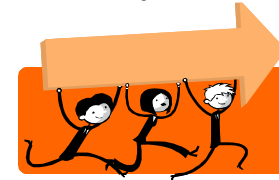


The blue reservations binder is located on the circulation desk beside the HIP computer (near the door). Use it to:

- Reserve additional library or computer lab time
- Book the use of any of our 4 televisions (NOTE:TV #1 has only VCR, TV# 2, 3 and 4 have both VCR/DVD—Book accordingly!)
- Borrow the mobile computer/data projector cart (COMING SOON: laptop with wireless internet access!)

Bookings are on a first-come, first-served basis—so plan ahead!

It's Project Time!



Point your students in the right direction...

to some USEFUL web sites for their assignment. Take advantage of the library's Pathfinder Service! I will explore and select appropriate web links and post the links on the library web site's Homework Help page. This page of links can also be printed and distributed as a hand-out! For more information, come and see me!

Your Link To An Amazing Collection Of Resources!

← This box (located on the OLOL library home page) is your link to reliable online resources provided by LDCSB and Knowledge Ontario. These tools can be used to enhance classroom lessons, or for your own personal edification. **Please promote these tools in your classroom for student use as well!** At home, you will be required to log in (case sensitive) to some resources. **NOTE FOR STAFF & INTERMEDIATE STUDENTS:** You can access even more online tools by clicking on this box, and then selecting **Our Lady of Lourdes** at the top of the screen and clicking the **Encyclopedias & Databases** tab.

Search your Library Catalogue, World Book Online or Grolier Online!



LOGIN & PASSWORD INFORMATION

PLEASE SEE LIBRARIAN FOR LOGIN/PASSWORD INFORMATION	
World Book Online	
Grolier Online	
Kids InfoBits Discovering Collection Junior Edition	Student Research Center