

## BCHS Technology & Library Information

### 1. How do I schedule a computer lab?

- a. If you used a lab last year then you have already gone over the rules with me. All you will need to do to schedule a lab is fill out your seating charts, turn them in, and then sign up for a day and time.
- b. You may reserve a computer lab by visiting <http://www.labandresourcescheduler.com/Default.aspx>
- c. Remember that you may sign up for the lab 2 days in any week and the library lab is available for ½ blocks only.
- d. **If you did not use a lab** last year or are new to the school then please see me (L. Wyatt) during your planning period.

### 2. How does a student get an ID made?

- a. If the student had an ID last year then their AUP should be on file in the library. If the student is new to the building, or did not have an ID made last year they must bring their **completed** AUP form to the library. **(Please do not collect them and put them in my mailbox)**
- b. We will call the students to the library alphabetically, by grade, beginning on Wed. to take any pictures that we were unable to obtain at schedule pick-up.
- c. The ID's will be delivered to the students 1<sup>st</sup> block class the following day.

### 3. How do I get a student's log-in fixed?

- a. E-mail me ([Louanna.Wyatt@boone.kyschools.us](mailto:Louanna.Wyatt@boone.kyschools.us)) the following information:  
Student's Name  
Grade

### 4. How do I submit a technology work order (ticket)?

- a. Log on to a computer and go to the following webpage  
<http://jessicarpass.wix.com/rebellibrary#!for-teachers/cmxe>

### 5. Whom do I contact if I have a problem with IC?

- a. Kim Iseral- [Kim.Iseral@boone.kyschools.us](mailto:Kim.Iseral@boone.kyschools.us) room 108, ext. 4113

### 6. How do I purchase any technology equipment?

- a. ALL tech purchases have to go through Munis and the order should be placed by the STC

### 7. How do I get something on the school website?

- a. E-mail Mike Hughes ([Mike.Hughes@boone.kyschools.us](mailto:Mike.Hughes@boone.kyschools.us)) and he will take care of getting information on our school site.

### 8. How do I get a web-site unblocked?

- a. Send me the STC an e-mail
- b. The STC will then e-mail you the form that must be filled out and submitted back to the STC

## Library Information

### 1. Copy Service

- a. The library aides are available to make copies.

- b. There are request forms available in the magazine rack on the wall in the library before you walk into the faculty workroom.
- c. Fill out the request and attach the paper you would like to have copies made from.
- d. Leave the request at the circulation desk and one of the aides will make the copies and deliver them to you. We ask for a 24 hour turn-around.

**2. How do I get a poster made?**

- a. There are request forms available in the magazine rack on the wall in the library before you walk into the faculty workroom.
- b. Fill out the request and attach the paper you would like to be made into a poster onto the request form
- c. Leave the request at the circulation desk and one of the aides will make the poster and deliver it to you.

**3. How do I get something laminated?**

- a. There are request forms available in the magazine rack on the wall in the library before you walk into the faculty workroom.
- b. Fill out the request and attach the item(s) you would like to be laminated onto the request form.
- c. Leave the request at the circulation desk and one of the aides will laminate the item(s) and deliver it to you.

**4. Can a student check out a book without an ID?**

- a. Not at the circulation desk. The library aides and STLP students do not have access to look up any student information.
- b. A student would need to see either L. Wyatt or J. Pass

**5. What is the Faculty book club?**

- a. Any faculty member may join
- b. We meet once a month in the library
- c. E-mail me ([Louanna.Wyatt@boone.kyschools.us](mailto:Louanna.Wyatt@boone.kyschools.us)) if you wish to be added to the e-mail list.
- d. In-service credit is available.

**6. Other support services offered in the library**

- a. Fr. Orientation
- b. Book Talks
- c. Locate resources for teachers and students
- d. Faculty training (individual or by department) on databases such as KYVL
- e. Assistance training your students on databases and search strategies
- f. Teach students about citing sources