

LIBRARY COMPUTERS

Computers are for Educational Purposes Only. (Online stores, cars, sports are not educational)

- NO Downloading (including chat/MSN/music)
- NO E-mail, chat, bulletin boards
- NO Games (except during lunch)

Consequences-
Lose privileges for up to one semester.

All computers have been purchased through grant projects and are intended to support the curriculum.

LIBRARY HOURS:

7:35 am to 3:20 pm Monday-Friday

The library is usually open during the lunch hours for students to work on the computers, complete homework or read.

Students are welcome to email, play online games, and view online stores, car sites, and sports during this time outside of classroom hours when the librarian is present (before school, lunch, and after school).

COPYRIGHT

It is illegal to copy music CD's, audio tapes, and computer software borrowed through the library.

While copyright allows fair use of copying material, it is against the law to borrow and copy these materials from the library. All library patrons who borrow music or software are required to sign a permission form available in the library.

By signing the Carrollton CUSD Library Copyright Agreement Form, students, parents, and other library patrons indicate that they have "read the Carrollton Library Copyright Agreement and understand that it is **against the law to copy music CDs or software borrowed from the library.**"

Carrollton High School Library

950 Third Street
Carrollton, IL 62016
Phone (217) 942-6913

RESEARCH SOURCES

From Books to Databases



Carrollton District Home:
<http://c-hawks.org>

Carrollton Online Library:
<http://c-hawks.org/library.html>

Carrollton Databases:
<http://c-hawks.org/data>

ONLINE CARD CATALOG

Review and order Library materials using **Internet Explorer** from home or school at:
<http://webcat.lcls.org/>

1. From the **Carrollton Home page**, select the **Online Library Collection** link. Then choose the online catalog link.

2. You may search without a password by using the search at the top of the page.

3. If you want to search our library holdings, select **Carrollton High School Library** from the "**View Entire Collection**" drop down menu. Once you find the book or material that you want, copy the catalog number and locate it at our school library.

4. If you want to order materials that are not in our collection, select "**My Account**" to open the My Millennium Login. Enter your full name and the 8-digit student library card number (available from the librarian.) Enter the four-digit PIN number- 1111 to login (although you may be prompted to enter another PIN, we suggest that you use 1111 so that we may help you if you have any problems with your account).

Library Card # _____

5. "**Your Record**" page will open. Select the **Search Catalog** icon. For best results, choose the **Advanced Search** icon on the right.

6. Begin searching by entering the title, subject, or author in the Search Boxes. You may use one or more of these boxes to create your search criteria.

7. Scroll down to select the type of material (book, video, etc.) or any other search limiters. Select **Submit**.

8. If our school has the book, **copy the Title and Call Number** (in the Item Holdings table) and look for the book on the shelves. If we do not have the book, order by selecting **Place Request**. If you want to order more than one book, select **Book Cart** to add it to your list (which you may save for later or order a number of materials at one time.)

9. When ready to place your request select **View and Request Your Saved Records**. Set the pickup location by choosing **Carrollton High School Library** from the drop down menu. You will also need to set a "**Cancel if not filled by date**." Select the checkbox of items you would like to order and **Submit** your request.

10. To check your library activity, choose **Patron Record** from the title. Due dates, materials requested, and fines are all listed here.

11. When finished, select the **Logout** icon.

EBSCOHOST DATABASE

<http://search.epnet.com>

UserID: XXXX (see librarian)
Password: xxxxxx

Click on **SUBMIT** to login and choose **EBSCOhost Web** to locate the large number of online periodical information.

MAS Ultra - Full text articles, pamphlets, images, reference, biographies, primary source documents.

Health Source: Consumer health
Newspaper Source- full text of 240 newspapers and transcripts from Face the Nation, 60 Minutes, O'Reilly Factor, etc.

Professional Development Collection for professional educators

TOPICsearch- social, political & economic issues, scientific discoveries, etc.

FIRSTSEARCH DATABASE

<http://www.ref.oclc.org:2000>

UserID: XXXX (see librarian)
Password: xxxxxx
(NOT case sensitive)

In the Database Column (left column), choose **Databases** and select **List All** to view available databases such as :

ECO- collection of scholarly journals

ERIC- Education articles/reports

GPO- U.S. government publications

MEDLINE- All areas of medicine.

WilsonSelectPlus- Full text articles.

WorldAlmanac Funk & Wagnalls