14. Finding Student Passwords:

When you are in a computer lab and a student does not have his or her password, you can find it:

i) Go to ocdb.ca.

ii) Click on Staff Room (Beta) under staff.

iii) Login using your computer login (EIN and password).

iv) Click on Student Account Inquiry in the left side menu.

v) Select Lisgar from the School pull down menu.

vi) Enter the student’s student number or last name (This will give you all students with that last name.) in the appropriate box.

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LIBRARY SUBJECT COUNCIL
PROTOCOL ON
LIBRARY FACILITY USE

Secondary School Libraries are designed to accommodate classes doing research as well as students on discretionary work periods doing silent, independent study. When available, school libraries may occasionally be used for school and community meetings, showcases, or as hospitality centres for the school. All library users must comply with existing Ottawa Carleton District School Board policies and individual school rules.

RESEARCH CLASSES

The teacher-librarian and the classroom teacher are partners in the formulation of the research assignment and in the delivery of the research process. To ensure that appropriate resources are available for educational research assignments, the classroom teacher and the teacher-librarian plan the assignment cooperatively. For optimum success, the assignment should be finalized a week before the scheduled class. To make the most efficient use of research time, the classroom teacher will provide appropriate information to the class prior to coming to the library. The teacher librarian will suggest suitable library resources, and teach the research skills necessary for the successful completion of the assignment. During the library classes, both the classroom teacher and the teacher librarian are present in the library to actively assist the students in their research. The teacher-librarian may be involved in the evaluation of the project.

INDIVIDUAL STUDENT WORK

The school library provides a quiet area for individual student research, study, and reading. In times of limited space, priority must be given to scheduled academic classes, but every effort is made to try to accommodate the needs of the individual student on discretionary work periods. Students may work on research projects and individual work during lunch as well as before and after school when the library is open and supervised. By prior arrangement with the teacher-librarian and the classroom teacher, individual students may be allowed to come to the library to complete research, or to obtain extra resources during class time.

RESOURCES

The resources in school libraries are meant to augment the school curriculum. Resources are available to patrons in good standing with the school libraries. The teacher-librarian organizes, manages, and updates these resources.
Visit the library and its website; see the link at lisgar.ca.

1. To book a class into the library for either the East Room (no computers) or the West Room (19 computers) please contact the teacher-librarian (derrick.grose@ocdsb.ca) by BEAM identifying the period (use the day one schedule to identify the period), the course code, the number of students and the planned activity. Please provide as much advance notice as possible so that we can plan together how your students can take the maximum advantage of the library’s resources. You can verify your booking or check library availability by going to the library web page (http://lisgar.ca/library.php) and consulting the calendar.

2. Alexandria is the library’s On-line Public Access Catalogue and it can be accessed from any computer on the OCDSB’s network. The firewall prevents access from home. It is linked to the library home page or can be accessed directly at http://10.3.31.12/. To make your own bibliography, do a search and then as you review the lists of results click on “Add Page to Save Basket.” When you are finished, click on Temp Basket and then the printer icon. This will give you options of printing a list of books in a number of different formats. These lists can then be copied and pasted into Word or Open Office documents.

3. The library’s key messages to students regarding documentation are that students must document their work using a consistent style and the best style is the one requested by their instructor. Citation generators can help students navigate the maze of documenting their research. Several citation generators and style guides are linked to the library’s Research Tools page (http://lisgar.ca/library/tools.html). Students should be aware of the necessity of proof reading machine generated citations. Even good citation generators sometimes behave strangely.

4. The professional reading collection is in the staff room. You can examine those books at your leisure and sign them out on the list in the staff room.

5. If you want to know about library policies and resources, go to the library’s General Information page at http://lisgar.ca/library/libinfo.html.

6. The library has three “Small Wonder” camcorders that students can sign out for a class. They can capture video or still images and can be plugged into a USB port for easy editing.

7. The library user survey is a place for students and teachers to provide feedback on the school library. It is linked to the library home page (http://www.lisgar.ca/links.php) but it can be accessed directly at http://www.surveymonkey.com/s.aspx?sm=O5 y95_2fEbe9ifOitm_2fqFWw_3d_3d. Similar surveys can be attached to classroom websites and wikis to get students to engage in metacognitive reflection and to provide feedback on assignments.

8. The CBC News in Review DVD’s can be borrowed on request. To find out what titles are available, go to the link on the Library’s on-line resources page. The study guides provide valuable supplementary resources and they are available in print from the library or in pdf format at the CBC website.

9. A variety of other video resources are also linked to the on-line resources page including the NFB.

10. When you have assigned a research project for your class, let the library know and we can post links to useful sites on the On-line Resources page for your students to use.

11. Although it may seem obvious how to do research, many students need help. The library’s Research Tools page has links to resources to help students with selecting information sources, note-taking, brainstorming and organizing ideas, documenting their research and preparing and giving presentations.

12. Reading Circles – The library will set up Wikis for classes to facilitate book club style discussions. The students have an opportunity to respond to books in a variety of ways for a real audience.

13. Electronic Databases - Lisgar’s staff and students have access from the library web pages to several databases and on-line encyclopedia in both English and French:

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A variety of other useful links are found in the left margin of the library web site.