

# WHEELER LIBRARY: A Teacher's Guide

**Library Media Specialists: Renee Marsala and Valerie Bryan**

**Library Paraprofessionals: Karen Snyder and William Selby**

**Hours: Monday – Friday: 7:30 a.m. – 4:00 p.m.** (Teachers are welcome 24/7!)

## Library Resources

---

The library provides an assortment of print and electronic information sources. Students and teachers are encouraged to use these for research, instruction, and personal enrichment. We also provide instructional equipment for short-term use.

### Print Resources

- Over 15,000 fiction, non-fiction, and reference books
- Approximately 800 instructional videos
- Over 40 print magazines
- Four daily newspapers (*Marietta Daily Journal*, *Atlanta Journal-Constitution*, *Wall Street Journal*, and *USA Today*)

### Electronic Resources

- 40 networked computers provide access to the following resources:
  - Reference databases (including encyclopedias and subject-specific research sources)\*
  - Periodical databases (offering full-text access to hundreds of newspapers and thousands of magazines and journals)\*
  - Destiny Search, a computerized “card catalog” of the library’s books & videos\*\*
  - Internet access
  - Microsoft Word, PowerPoint, Publisher & Excel
- One computer is reserved for “card catalog” use.
- One computer offers scanning and CD-burning capabilities.
- All library computers offer black and white laser printing and color laser printing.

\* These subscription databases are available on any internet-connected computer. See a library staff member for addresses and passwords.

\*\* The library catalog is available from any campus computer on the Novell network. Ask a library staff member how you can search for videos or books from your classroom!

## **[www.wheelerlibrary.com](http://www.wheelerlibrary.com)**

Our library website provides convenient links to the resources most often used by our teachers and students. Teacher links include GroupWise, I-Cue, PICASSO, GPB Video Streaming, Georgia Learning Connections, Georgia Performance Standards and a special GALILEO link for education journals. If you are using a computer on campus with a recent version of Internet Explorer, you can access this resource by simply double-clicking the icon on your application launcher menu or by going directly to **[www.wheelerlibrary.com](http://www.wheelerlibrary.com)**

### **Instructional Equipment**

The following equipment is available for short-term (1-3 day) check out:

- LCD Projector & Cart
- Digital Camera
- VCR, TV, & Cart
- VCR only
- DVD Player
- Laserdisc Player
- Scan Converter (Computer to TV)
- Overhead Projector & Cart
- Opaque Projector & Cart
- Projection Screen
- CD/Cassette Boombox
- Cassette Recorder
- Slide Projector
- Book Cart
- AV (flat) cart

The library does not purchase equipment for permanent placement in the classroom. If you need an overhead projector, VCR, television or other equipment for long-term use in your classroom, please see your department head. This same restriction also applies to supplies and spare parts for such equipment. (i.e., Ask your department head for replacement overhead bulbs.)

## Library Services

---

The most important service offered by the library is information literacy instruction. Our primary purpose is to help students become savvy “information consumers.” We accomplish this goal through both group and individual instruction.

### **Group Instruction (Bringing Your Class to the Library)**

Teachers are encouraged to bring their classes to the library for research-based assignments. The library staff is always happy to provide instruction on finding, evaluating, and using information. However, class visits such as this require a degree of collaboration between the classroom teacher and the library staff. If you would like to schedule a class visit to the library, please follow these steps:

1. Formulate a mental “rough draft” of your assignment, including objectives to be met and products to be produced.
2. Come to the library and discuss your assignment with one of the library media specialists. We may offer some suggestions for “fine-tuning” your assignment based on the resources that we have available.
3. At this time you can also check the library schedule to see which days/periods are available. (We are sometimes booked weeks in advance, so plan ahead!) After deciding when you want to come to the library, ask a library staff member to add your name to the list. Do not add your name to the schedule book without consulting one of the library media specialists!
4. Fill out a “cooperative Planning Form” with a Media Specialist before you leave the library. Be sure to bring any materials (handouts, topic lists, etc.) that will help us prepare for your visit.
5. When your class comes to the library, we will direct the students to sit at the tables or in the computer area, depending on the assignment. We may provide some general orientation, but we will usually direct most of our instruction toward the skills & resources needed to complete your specific assignment. After providing instruction to the class as a whole, we will work with you as needed to help individual students. We ask that you stay engaged with your class during their visit to answer questions about the assignment and help maintain productivity.

### **When All Does NOT Go as Planned...**

- Substitute teachers are not allowed to bring classes to the media center. If you have to be absent on the day of your scheduled visit, please make alternate plans for your class. See one of the librarians when you return, and we will reschedule your visit.
- If you need to postpone or cancel your class visit to the library, we understand; just let us know as soon as possible. (Even if you decide to cancel at the very last minute, we can use our time more productively if we know not to expect you.)

## Individual Instruction (Sending Students to the Library)

- Students are welcome in the library all day, but we believe that your instruction should take first priority. Students are encouraged to use the library before school (7:30-8:25) and after school (3:25-4:00) to avoid missing instructional time in your classroom.
- Students may also visit the library during the school day, but only with permission (and a hall pass) from their classroom teacher for that period. If you wish to send a student to the library during the school day, please write a pass for that student. Do not send more than five students at a time, and do not send students without a clear assignment.
- Students who wish to visit the library during their lunch period must have a pass from their third period teacher, an administrator, or an on-duty hall monitor.
- Minimum-day students who wish to visit the library during their unscheduled time must obtain a pass from the attendance office.

Please be aware that classes that are in the library for group instruction have “dibs” on the library resources, so some resources (especially internet access) might not be available to individual students during class periods.

## Other Library Services

- **Lamination:** The school laminator is housed in the magazine room of the library. As time allows, we are happy to laminate instructional materials for you. Be sure to write your name and room number on the back. (We cannot laminate items over 24” wide, items more than 3 pages thick, or items with staples, glitter, or other irregularities.) If you have a large or “custom” laminating job, bring your materials to the library during your planning period. We will give you the “laminator inservice” and turn you loose!
- **Professional Collection:** We maintain a small collection of professional magazines and books, but the most current information on education trends and teaching practices can be found in the GALILEO periodical databases. From [www.wheelerlibrary.com](http://www.wheelerlibrary.com), click on “Academic Search Premier.” If you don’t find what you need there, ask one of the library media specialists for other information sources.
- **Conference Room:** There is a small conference room located next to the library. If you would like to schedule a meeting in the conference room, come by the library to sign up on the calendar, hanging by the door (The conference room is usually booked well in advance, so sign up as early as possible.)
- **AV Consulting:** If you have a question about purchasing, installing, or troubleshooting audiovisual equipment, contact one of the library media specialists.