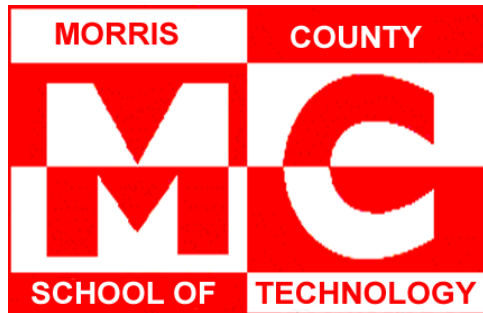
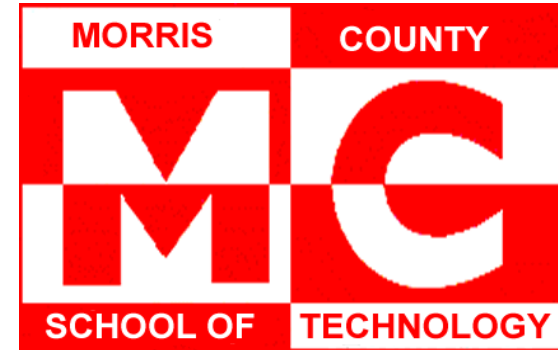


Morris County School of Technology
Technology & Library Media Programs



We just keep moving forward...

Library Media Center



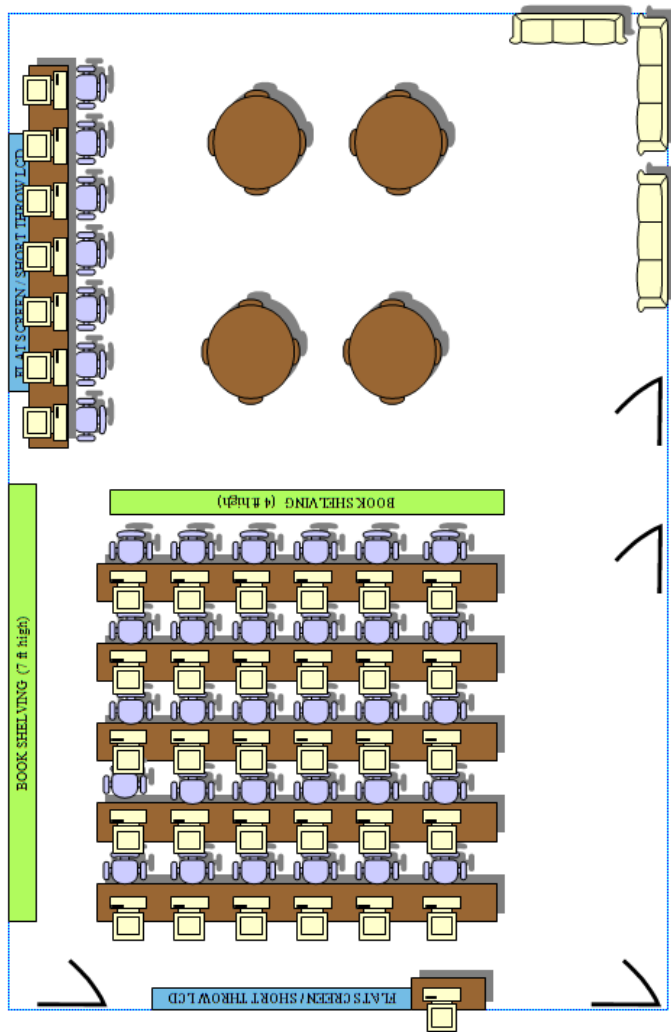
Moving our students ahead in the 21st century...

Hours of Operation

Monday - Friday
8:00am - 3:00pm

Extended Hours:
Tuesday - Thursday
3:00pm - 5:15pm

Floor Plan



The Morris County School of Technology Library Media Center was built in 2004, in Building 6. During the summer of 2010, the LMC was relocated to Room 407 in Building 4. At that time it was furnished with new furniture and equipment. There are 30 desktop computers for class use, as well as additional computers for individual use. The LMC is also equipped with LCD projectors and interactive surfaces to make lesson presentations easy.

Policies

Collection Review

While the MCST Library Media Center always strives to provide outstanding educational materials, occasionally books, programs, and other resources may be felt to be culturally biased, inappropriate, or offensive. We respect all of our patrons' opinions, and as a result have developed a procedure for challenging materials in our collection.

If you feel that any of our materials should be reconsidered, please complete the form below. You can also email the necessary information to the School Library Media Specialist.

Once the form has been received, it will be reviewed by the MCST Technology & Library Media Center Committee. Each adult committee member will complete a comprehensive checklist that assesses the content of the material in question.

After the committee review has been completed, you will be contacted to come in for a meeting to discuss our evaluation.

We hope that the review process will only improve our collection, as well as the educational experiences of our students.

MCST Library Media Center Circulation Materials Review Form

Name: _____

Address: _____

Phone: _____

Email: _____

Material in Question: _____

Reason: _____

Policies

Acceptable Internet Use

Computer use is a privilege to be used in accordance with school and Board of Education policy. Inappropriate use will result in disciplinary action and, if deemed necessary, with a referral to law enforcement authorities.

For the complete Internet Acceptable Use Statement, please see the MCST Student/Parent Handbook.

Guidelines

The MCST Library Media Center has some simple rules to follow when using our resources and facilities.

1. There is NO eating or drinking in the Library Media Center.
2. Clean up after yourself. We ask that you leave your work area as you found it.
3. If you are printing in the Library Media Center, please “Print Preview” beforehand. This will allow you to visualize your print out and avoid wasting paper and ink.
4. Please talk quietly so that others may work. If necessary, there are headphones available to use with computers.
5. Whenever you’re using books in the Library Media Center, please return them to their shelves.
6. Please refrain from using cell phones in the Library Media Center.
7. During the school day, computer use is limited to educational writing, research, etc. Playing games, visiting social networking sites, etc. may only be done before or after school and when computer space is available. .

Disciplinary Consequences

Any student that fails to act in accordance with the Library Media Center guidelines will be subject to disciplinary action. *

A warning will be given for the first offense.

The second offense will result in the loss of library media center privileges for one day.

Third offenses will require disciplinary action on the part of the MCST Director of Student Affairs.

* Computer use for illegal activities, inappropriate content, hacking, and such is subject to more stringent actions and is dealt with on a case by case basis.

Philosophy

In the 21st century, the role of a school library has transitioned into that of a library media center. Our Library Media Center still supports and encourages student interests in reading and literature, but as technology advances we must also build a solid foundation of skills for students to use throughout life.

The Morris County School of Technology Library Media Center strives to help students recognize their potential and prepare for life as a young adult. We show our students that the Internet will be the key tool during their lifetime as a way to collaborate and communicate around the world. Our students will know how and where to accurately research, thus making them more independent. Ultimately, we focus on teaching students how to use the technology tools available to them, and demonstrate ways in which they can be used to improve success.



The Morris County School of Technology’s Library Media Center is leading the way at developing students’ global technology skills.

Mission Statement

The mission of the Morris County School of Technology’s Library Media Center program is to foster 21st century learning skills at every opportunity for the entire MCST community.

This mission is accomplished through endeavors such as:

- The summer Technology & Library Media Center Freshman Orientation
- Expanding our current technology resources to include new and developing tools to be used by students in various classes
- Building online learning environments where students can access classroom content from anywhere, anytime
- And much, much more...

Services

The Morris County School of Technology Library Media Center offers a wide variety of services for our patrons. This includes full-time and share-time students, teachers and faculty, parents, and the surrounding MCST community.

Full-Time & Share-Time Students

Both full-time and share-time students at MCST are provided the same services and privileges at our Library Media Center. These include:

- **Book Borrowing** — All students may check out up to 3 books at a time, for 2 weeks each. Books that require an extended borrowing time may be brought back at the end of the 2 weeks to be re-checked out for an additional week.

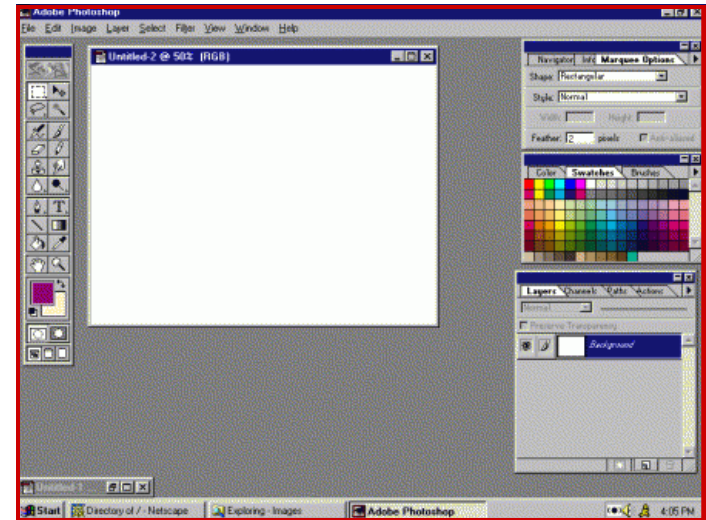


- **Computer Use** — All students may use the desktop computers located in the LMC at various times of the day.
 - **Before School** — The MCST Library Media Center is open for all students from 7:45-8:00 every morning. During this time students may use computers, print assignments, and borrow/return books.
 - **Lunch Blocks** — From 10:45-12:49 the Library Media Center is open for student use during lunch periods. Students must report to the cafeteria and receive a pass to the media center.
 - **After School** — Tuesdays, Wednesdays, and Thursdays after school from 3:00-5:15 the library media center is open for students to use computers, printers, digital equipment, etc..
- **Digital Equipment Use** — MCST students do not have the privilege to borrow digital cameras and video cameras. In order to do so, the classroom teacher must check out the equipment for class use. Digital equipment may be checked out for one week at a time under a teacher's name.

Available Resources

Non-Print Materials continued...

- **Newspapers** — A digital version of the New York Times is also available.
- **Computer Programs** — MCST has district-wide licenses for a large number of programs including Adobe Photoshop, Microsoft Office 2007, Geometer's Sketchpad, and many more.



Library Media Center Equipment

Our wide range of technology equipment is available to faculty members for classroom use. Equipment includes:

- Desktop Computers
- Netbook Computers
- Laptop & LCD Projector Carts
- Digital Cameras
- Video Cameras
- Flip Cameras
- iTouches
- Smart Pens
- Web cams
- TV & VCR Mobile Carts
- And more...

Available Resources

The services provided by the Morris County School of Technology Library Media Center is only part of what our facility has to offer. We also have a full collection of resources available to our patrons. Below is a comprehensive list:

Print Materials

- Books — The Library Media Center has a collection of over 500 books, both fiction and nonfiction.
- Magazines — A variety of magazine subscriptions related to various academic and career programs are housed in the Library Media Center.
- Newspapers — Copies of the New York Times, the Star Ledger, and the Daily Record are delivered daily.

Non-Print Materials

- Follett Library Catalog — Our entire collection can be searched online from any computer with Internet access.
- Electronic Books — We are currently beginning our collection of e-books and will be expanding the collection .
- Databases — Subscriptions to research databases such as News Bank, Encyclopedia Britannica, EBSCO, and more are available.

The screenshot shows the Britannica Online School Edition website. At the top, it says "Britannica Online School Edition PreK-12" with navigation links for HOME, DICTIONARY, LEARNING MATERIALS, TEACHERS' RESOURCES, WORKSPACE, GUIDED TOUR, and HELP. Below this is a welcome message: "Welcome...Choose a Level to Explore, Search, and Learn." There are three main sections for different school levels: Elementary School, Middle School, and High School. Each section includes a "View this level" button and a list of resources: Search Level-Appropriate Reference Articles, Journals and Magazines, the Web's Best Sites, Multimedia, and Curriculum Content. Links are provided for Merriam-Webster Dictionary, World Atlas, and Workspace. At the bottom, there is a "Search All Levels" search bar with a "GO" button and a link to "Additional Databases". A "Teachers' Resources" section is also visible at the bottom, with links to Curriculum Standards, Learning Materials, and Training Materials.

Services

- Research Databases — Any student may access our subscription databases from computers at school or at home. This service simply requires the use of the school-wide subscription username and password, which can be obtained from a teacher.
- Technology Support — The MCST Library Media Center provides an electronic help desk for students. Any student that is having difficulties with a computer program or online assignment can contact the Library Media Center by email for help at techsupport@mcvts.org.

Faculty Members

All MCST administrators, teachers, support staff, and secretarial or maintenance staff are provided Library Media Services. These include:

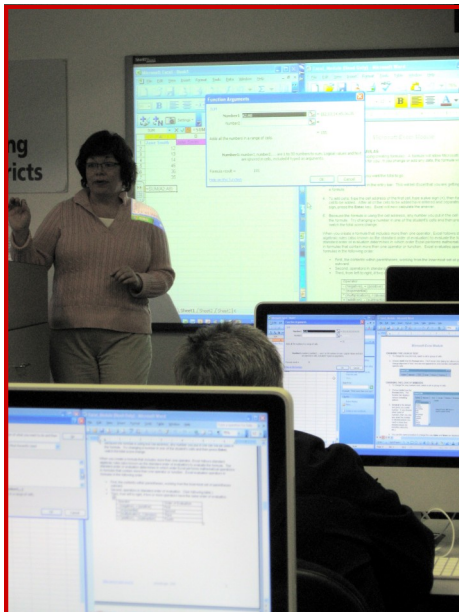
- Book Borrowing — Faculty members may check out up to 5 books at a time, for 2 weeks each. Books that require an extended borrowing time may be brought back at the end of the 2 weeks to be re-checked out for an additional 2 weeks.
- Computer Use — Faculty members may use the desktop computers located in the LMC throughout the day.
 - Independent Use — Any faculty member needing computer access may stop in to use free computers at any time of the day.
 - Class Use — If a faculty member wishes to reserve computers for groups or entire classes, this can be done online through the LMC website. Reserving computers is on a first-come, first-served basis.



Services

Faculty Members continued...

- Digital Equipment Use — Faculty members may borrow digital cameras and video cameras at any time for school use. Length of borrowing is based on faculty members' needs.
- DVD Borrowing — The Library Media Center houses a substantial collection of curricular DVDs that can be borrowed by faculty members 3 at a time for 1 week increments each.
- Research Databases — Faculty members may access our subscription databases from computers at school or at home with the use of the school-wide username and password.
- Technology Support — The MCST Library Media Center provides an electronic help desk to answer basic technology-related questions via email (techsupport@mcvts.org).
- Instructional Support — The MCST library media specialist is trained in developing lessons that focus on technology integration and building students' 21st century skills. The library media specialist is available for lesson planning ideas, as well as classroom technology instruction.
- Professional Development — Faculty members can schedule individual and/or small group professional development workshops with the library media specialist. These can be scheduled during the school day or after school, based on availability. Instruction can be provided by the library media specialist or by outside companies, depending on the particular needs of the faculty members.



Services

Parents

In addition to providing services for our faculty and students, the MCST Library Media Center allows parents to benefit from our resources. These include:

- Book Borrowing — Parents may complete an MCST Library Media Center circulation application to borrow books from the facility. Parents may check out 2 books at a time for 1 week each. Books may be brought back to be re-checked out for an additional week if an extension is needed.
- Online After Hours — Once a marking period, the MCST Library Media Center offers an evening technology program for parents. The program changes each time, but educates parents on useful resources for their children, safety precautions, and an overall knowledge of the technologies that exist today. Online After Hours is our way of keeping our parents well informed of what their children are experiencing.

MCST Surrounding Community

Morris County School of Technology offers a wide variety of technology-related courses for Morris County residents in conjunction with our adult education programs and the Educational Technology Training Center.

- Adult Education — For our adult education course catalog and online registration, please visit www.ssreg.com/mcvts/
- Educational Technology Training Center — These courses are designed specifically with educators in mind. For our entire course catalog and online registration, please visit www.mcvts.org/etcc/index.htm

MCST Library Media Center Programs

- Online After Hours — Evening informational sessions for parents on today's technologies, to keep parents knowledgeable.
- Technology & Library Media Center Freshmen Orientation — Part of the mandatory summer orientation to teach incoming freshmen how to use our available technologies.
- Poetry Club — An extracurricular student-based club for poetry reading and writing.
- And more...