**EHS Library Guide for Faculty/Staff**

EHS Library             room 450 (610) 965-1675

T, W and R: 7 AM to 5:30 PM            M and F: 7 AM to 3 PM

**Librarian/Librarian’s Office**--**x1978**   *Kelly Ann Bower* kbower@eastpennsd.org

-Teaches classes on library resources and citations (in house or in teacher classrooms)

-Schedules daytime library activities

-Prepares lesson pathfinders upon request

-Delivers fiction and non-fiction book talks

- Collaborates on lessons and book selection

-Selects print, digital and other resources for ordering/display

-Weeds collection

-Creates online book categories

-Administers Overdrive for EPSD

**Library Administrative Assistant/Workroom**--**x1979** *Annette Hoppes*

ahoppes@eastpennsd.org

-Prepares daily school announcements

-Handles library budget

-Places/Receives library resource orders

-Schedules after hours library activities

-Maintains library circulation during summer months

**Library Aides/Circulation Desk**--**x1977**

*Charlotte Moser* cmoser@eastpennsd.org

*Joanne Freeman* jfreeman@eastpennsd.org

*Penny Schaffer*   pschaffer@eastpennsd.org

-Maintain circulation desk and verify pass holder sign-ins

 -Field questions concerning EHS Library Google Form for sign-ins/outs

(Please contact Ms. Bower if you need the online access link to this form.)

-Laminate school-related items

-Make school IDs for new students and distribute duplicate IDs for current students

 The EHS Library also houses various technology items for loan, including flip video cameras, Playaway audio tapes, DVDs, Kajeet SmartSpot Wifi packs, and a set of Classroom Performance System “clickers.”

There is 1 color printer (20 cents per page for student use. First 10 copies of year free for faculty; subsequent copies 20 cents each) and one Fraser photocopier (near library entrance; 10 cents per copy).

The EHS Library has two presentation areas equipped with Apple TVs. **Presentation Area** 1 (located in the Fiction section) has easy access to a computer cart and a presentation cart for use by a presenter. **Presentation Area 2** (near the librarian’s office) has a permanent presentation laptop (dongle available upon request for MAC connection). Books for any project can be pulled/made available on a cart in the booked presentation area upon request.

The library also boasts two separate spaces for students to relax and socialize quietly:

1. **Student lounge**, with cushioned chairs and ottomans; and

2. **Makerspace**, called the Maker Zone, which is available before and after school and during students’ study hall periods. It can also be booked by a subject teacher for a specific time period. The space contains all of the following and more for refreshing mental challenge separate from EHS academics and/or stress reduction:

-Adult coloring books

-Printed puzzles (word search, crosswords, connect-the-dot; Soduko, etc.)

-Other puzzles (jigsaw, Rubik’s Cube, crystal 3-D puzzles, metal rings, etc.)

-Traditional and modern strategic board games (chess, checkers, Parchesi, Rummikub, etc.)

-Non-gambling card games (Uno, Memory Match, etc.)

-3-D games (Battleship, 4 in a Row, Rubik’s Race, etc.)

-Construction activities (LEGO architecture sets, Jenga, Tokyo Highway, etc.)

-Fabric art (sewing, knitting and crochet)

-Calligraphy

-Design activities (Spirograph, Etch-a-Sketch, Lite-Brite, origami, etc.)

-Stamping (block and clear-mount varieties for card-making)

-Duct tape art

-Nail art

-Painting activities (like pet rock-making)

-Poster-making station (glue, scissors, stencils, colored pencils, old

     magazines, etc.)

**Accessing the district’s online catalog, Destiny:**

1. Navigate to the EHS website;
2. Find Quick Links on the menu;
3. Choose Library (under Additional Resources);
4. Select Destiny Online Catalog;
5. Pick Emmaus High School...and arrive at the Destiny **Home** page.

The **Catalog** tab (**Basic** sub-tab) offers five options for searching all library holdings.

Find specialty resource lists, including the following, within the **Copy Categories** sub-tab: Faculty/Staff books (reading purchased with adults in mind), Genre Fiction lists, and Large Type books.

The Destiny **Home** page features EHS Library news, links to the library’s subscription databases and frequently-used, bookmarked website links.

---------------------------------------------------------------------------------------------------

**Database Guide**

**\***Passwords are required for remote access. Be sure to pick up the green password sheet in-house, at the circulation desk. You may post passwords to Google Classroom (closed site), but do not otherwise share electronically.

\*\*The EHS Library has templates for creating citations in MLS, APA and CMS styles, both in print format and online (within the MLA support section of the library website).

-**Basic Databases** (covering                Gale: *Student Resources in*

many subjects)*Context*; *World Book Encyc.*

-**Book Reviews/Read-Alikes**             EBSCO--*Novelist Plus.*

-**Controversial/Current Issues**           Infobase--*Facts on File*

 *Issues and Controversies*;

 *SIRS.*

-**English**                                                   Gale: *Literature Criticism*

*Online, Literature Resource*

*Center, Litfinder*;

*Salem Press;* Cavendish

                                                                        Square databases; ABC- CLIO,

                                                                          EBSCO and Infobase E-books.

-**Science**                                                   Gale: *Science in Context*;

                                                                     EBSCO: *Science Reference*

*Center*; Infobase--*Facts on File*

*Today’s Science Online*.

-**Social Studies**                                         Gale: *U.S. History in Context*

                                                                              and *World History in Context*;

                                                                       *Explora High School Student*

*Research;* *Salem Press*.

-**Upper-Level Databases**                           EBSCO: *EBSCOHost*; *Proquest*

---------------------------------------------------------------------------------------------------