**FLHS Library Learning Commons 2018-19 – Information for Students**

**The Library Learning Commons** is a flexible and creative space for learning, reading, research, and collaboration.  It is used for many purposes including whole class instruction, small group collaboration, teacher/student conferences, book selection, research, and creative projects.  In order to maintain a productive space for everyone, please remember the following:

* Plan to work or read while in the library.
* Be respectful of others.
* All students need passes to use the library during the school day.  Passes are not needed before or after school. Students may request passes from classroom teachers and library staff (before 7:30 am).
* Return to study hall or the cafeteria when your work is done.
* The library is a quiet study space during the lunch waves.
* Follow the network code of conduct any time you are on the school network.

The library is open from 7:25 am to 4:00 pm on Monday-Thursday, and 7:25 am to 3:30 pm on Friday. Library resources are always available online.  Log in to Class Link or connect to the library website to access ebooks, databases, and research tools.  Click “Contact FLHS Library” on the library website to request help with a project or to schedule a research conference. Stop in for research help, book recommendations, chromebook support, etc.

**Library Media Specialists** are teachers, research and technology experts, readers, and problem solvers. You will see us in your classrooms and in the library throughout the year. Let us know how we can help.

**Library Media Specialists*:*** Mrs. Faiella, Ms. Krieger, Ms. Waters

**TV and Movie Production Teacher:** Ms. Krieger

**Technology Integration Specialist:** Allison Antonucci

**Library Paraprofessional:** Ms. Marks

**Library Secretary**: Ms. Haney

**After School Library:** Mrs. Imbrogno

**Get Involved, Stay Informed**

* **The Falcon Report:** Join the crew of the FLHS student news show focusing on topics and issues of importance to the Fairfield Ludlowe community. Club members work in reporter / photographer teams to conduct interviews and gather footage to produce interesting stories and promos that supplement the work produced by the Broadcast Journalism class. See Ms. Krieger for more information.
* **Library Advisory Group:** Let your voice be heard.  Meet once a marking period to talk about the library and plan library programs.  Be the first to see new books and technology. Sign up at the Activity Fair or see Ms. Waters to join.
* **Volunteer:** Shelve books, help with special projects, and earn service hours. See Ms. Waters to volunteer.
* **Need help?**Just ask.  Stop in to the library or email us at [FLHSLLC@fairfieldschools.org](mailto:FLHSLLC@fairfieldschools.org).
* **Chromebook Support:** Bring your chromebook to the circulation desk if you have any problems.
* **Research Assistance*:***  Schedule a one on one or small group research conference with a librarian. We can help with research questions, developing a thesis, outlines, identifying arguments and evidence, locating the best resources, and citations.
* **Find a book:** Your LMSs love to read!  Tell us about your favorite titles. Ask for help locating a book or for a book recommendation.
* **Creative Studio:** Located in Library Study Room B. Everything you need for video, audio, and other creative projects. More to follow about special programs throughout the year!
* **Academic Center and Math Center**: Located in Library Study Room E.
* **Tutoring Tuesdays:**  Drop in after school on Tuesdays.  National Honor Society students are available from 2:15 to 4:00 to help students with all subject areas.

**Quick Guide to High School Web-Based Resources**

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| **Resource** | **Username and Password** |
| **Network**  Access school computers and your H and P drives at school. | Username: First initial last name (may be followed by a number – your username is assigned by the district)  Password: The first time you log on, use Password1. You will be prompted to create your own password.  *Password Requirements:*  Capital letter, lower case letter, number, symbol (must contain three of these four requirements), at least 6 characters, must not include your name or a previous password |
| **Class Link**  Single sign on access to your school digital resources and H drive. | Link from the school homepage or go to Classlink.com (Use Chrome as your browser).  Log in with your network username and password and the code Fairfield |
| **Destiny Library Catalog**  Check library holdings and see what you have checked out. | Username: Network username  Password: Student ID number |
| **Google Apps** | Username: Networkusername@fairfieldschools.net  Password: Network password |
| **Infinite Campus**  Use the IC App to see your schedule, grades, and attendance. Check the portal for important notices. | Username: Network username  Password: Network password |
| **NoodleTools**  Organize your research and cite your sources. | Sign in with Google using your fairfieldschools.net account. |
| **Office 365** | See Library Media Specialist for log in information. |
| **Online Textbooks**  Access digital textbooks by logging in to Class Link. | Choose the Online Textbooks folder in Class Link. See your teacher with questions. |
| **OverDrive**  Download e-books and audio books to your computer device. Download the free app for faster access. | Select "I am under 13 or using OverDrive for school"  Select your school and log in.  Library Card Number: student ID number |
| **Research Databases and Virtual Reference Library**  Link to specialized databases and digital reference books. | Database Passwords: Class Link will automatically log you in to school databases. If you ever need a password, click “High School Database Passwords” on Class Link or log into the Destiny Library Catalog and click on the "Home" tab. |
| **TurnItIn.com**  Submit assignments, peer editing, plagiarism prevention. | Username: Your e-mail address  Password: Create your own password  Connect to your classes using teacher provided codes |
| **WeVideo**  Online video editing. | Sign in with Google using your fairfieldschools.net account. |