

Darien High School Library

www.darienps.org/dhs/library

Library Hours

Monday – Friday 7 am- 3 pm
Early Dismissal 7 am-12:18 pm



Library Staff

Jackie Bennett ext. 2275
Library Coordinator

Ivan Crowther ext. 2234
Library & Video Teacher

Jennifer Cirino ext. 2208
Library

Gail Orlando ext. 2296
Circulation

Caryn Marshall ext. 2277
Library Aide

Jo-Ann Sawitsky ext. 2331
District Library Secretary

Sandy Timmons ext. 2348
Audio-Visual Services

General Information

The DHS Library is committed to serving and supporting the educational needs of the students and the staff.

Resources

The Library maintains a collection of over 40,000 items, including **print** and **AV** materials, that are indexed by the public access catalog (OPAC). The **reference** collection in the library is extensive and designed to meet the needs of each department's curriculum. Also included in our holdings are a wide variety of **periodicals**, many of which are retained in our periodical archives and/or on microfiche. Periodicals are indexed by the *Reader's Guide to Periodical Literature* and *ProQuest Platinum* which is a full-text Internet based database of newspapers and magazines. In addition to our outstanding holdings, the DHS Library subscribes to several **online databases** to further support the information needs of our students and teachers. Users may print out or email articles from school as well as access the database from remote locations. The Library uses Follett's *Catalog Plus* to manage the collection. The computerized circulation system allows us to easily identify books that are in circulation and to place a reserve on requested items. This system is integrated with a computerized card catalog that allows patron to search for Library materials electronically. Please see the Library **website** for additional information and access to our online resources: <http://www.darienps.org/dhs/library>.

Borrowing

All materials in the Library are available for circulation. Due dates and fines vary according to the type of material. Items placed on **reserve** for class use are held behind the Circulation Desk. They may be signed out for use for one period or checked out at the end of the day for return the following morning. **Overdue** reminders will be distributed regularly through homerooms. All items may be **renewed** if no reserve has been made on the item.

Resource	Loan Period	Fines
Books	2 weeks	\$0.10/day
Magazines	Overnight	\$2.00/day
Reference	Overnight	\$2.00/day
Reserves	Overnight	\$2.00/day
Videos	1 week	\$0.25/day
CDs	1 week	\$0.25/day

Behavior

The Library is a place for quiet work and study. Students who wish to socialize should use the cafeteria. The Library is governed by a simple rule: Be considerate of others. Students may talk **quietly** while working in the open area but must maintain silence in the study carrels reserved for silent work.

Selection Assistance

The library teachers are pleased to provide assistance to students with the selection of books for assignments and for leisure reading.

Computers

The DHS Library has numerous computers that are available for students to use in a responsible manner. Use of the computers is for **school related purposes** only and subject to the terms of the **Computer Use Agreement** that students and parents sign. Any improper use of any of the computers may result in loss of computer privileges.

Audio-Visual Services & Video Production

The AV Department schedules the use of AV equipment for the school. Students may check out equipment for school related projects provided they have a statement signed by their parents assuming responsibility if the item is lost or damaged. Production services include videotaping of school events and off-air taping of educational television. Our Video Production courses take precedence for use of the editing room, TV studio, and all equipment. Anyone interested in using these facilities should speak with a library teacher well in advance. Students interested in working on programs for broadcasting on the cable access channel should also speak to a library teacher. We broadcast on channel 78 in Darien.

Inter-Library Loans

The Library belongs to the Connecticut Library Network that shares resources through project **reQuest**, an online catalog that allows us to locate materials all over the state. Available through the Internet, reQuest allows you to send your own inter-library requests. Please see a library teacher for instructions.

Book Ordering

We welcome your suggestions for books to add to the Library collection. Books are ordered throughout the year as needed. Some requests can be filled in a few days while others may take some time. It is important to make your requests as early as possible. Please see a library teacher about your requests.

Additional Services

Library teachers will provide assistance to students preparing **Works Cited** pages for their research assignments. **School supplies** such as pens, pencils, notebooks, index cards, hi-liters, stamps, folders and report covers may be purchased at the circulation desk. There is a coin-operated **photocopier** located behind the circulation desk as well as a **microfiche reader printer** and **scanner**. If there are other services that you require, please ask a library teacher.

*We will do our best
to serve you!*