

## Databases available to students:

**Ebsco-** a student research center

<http://search.ebscohost.com/>

User ID: ahs

Password: pioneers

**FirstSearch-** topic or keyword research

database; full-text magazine articles

<http://newfirstsearch.oclc.org>

Authorization: 100109800

Password: wxyx!mxss

**Britannica Online-** an online encyclopedia

[www.school.eb.com](http://www.school.eb.com)

Username: ahs

Password: Britannica

**Discovering Collection-** research

database; contains essays, criticisms,

biographies, timelines, and primary documents

<http://infotrac.galegroup.com/itweb/rock71720?db=DC>

Password: pioneers

**Opposing Viewpoints-** one-stop source

for information on today's hottest social issues

<http://infotrac.galegroup.com/itweb/rock71720?db=OVRC>

Password: pioneers

**PrairieCat online catalog-** electronic

card catalog for AHS

<http://search.prairiecat.info/iii/encore>

## Library Services

The Alleman library contains more than 8,000 volumes and subscribes to 16 magazines and two local newspapers. Library resources include 8 desktop computers, a printer and a copier for student use. In addition, there are numerous online databases that provide access to journals, magazines and newspaper articles from around the world.

### Library Circulation Policies

Books check out for three weeks and may be renewed for an additional three week period. The library charges 10 cents per day for overdue books. Replacement costs are charged for lost and damaged material.

If a book or publisher for which you are looking is not available, you may ask the library to acquire it for the general collection.

However, you may ask the library to borrow it from another library. The library staff can help you locate items at other libraries, and arrange for an interlibrary loan with our school. Depending on the lending institution, interlibrary loan requests take from four to ten days to complete.



### Computer Use Rules

Students are not allowed to:

- save on the hard drive
- add, delete or change anything on the desktop
- access games
- sign-up for or request information

### Internet Access

In order to use the Internet in the library, every student must have:

- a completed Internet Use form on file
- permission from library staff

## Student Access to the Library

Students may come to the library before and after school and during lunch to study quietly, do research or work on class assignments.

Study hall students may report directly to the library on their assigned day. Students are broken down into two groups by alphabet (A-L and M-Z). They should listen to morning announcements to find out which day they may report to the library. There is also a calendar posted on the wall across from the library.



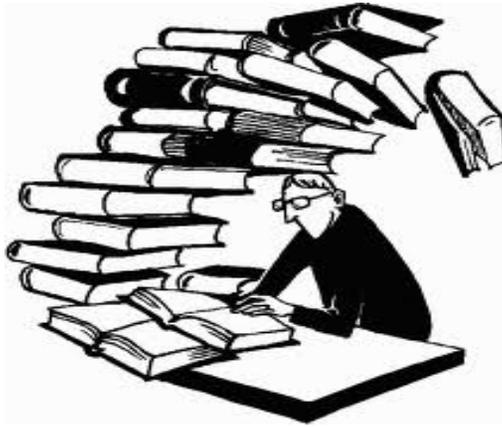
## Library Rules

- Allow others to get their work done
- Be in the library when the bell rings or be marked tardy.
- All handbook rules apply in the library.
- Use a quiet voice.
- Limit time on computers when others are waiting.
- Present student I.D. card for checkout.
- Calculator games are not permitted.

## Library Staff

**Library Director: Nancy Morris**

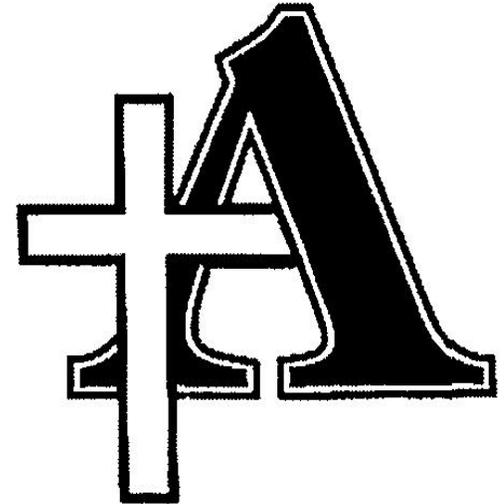
**Library Assistant: Gene Elsner**



## The AHS library staff will:

- ❖ locate whatever you are looking for, wherever it may be
- ❖ help connect students with books they need for class work and recreational purposes
- ❖ assist students to access electronic information through the Internet and library databases

**Welcome to  
Rev. John  
O'Connor  
Library**



**Library Hours  
Monday – Friday  
7:00 a.m. to 4:00 p.m.**