

Behavior

Students are asked to remember that they are sharing the Information Center (IC) with others.

- ◆ Good manners are required
- ◆ NO food or drinks are allowed
- ◆ Talking is to be kept to a minimum

The IC is a quiet study area. If students are too noisy or misbehave in other ways, they may be asked to return to class or otherwise leave the IC.



IC Materials Check Out

All students have individual patron records at the circulation desk.

- ◆ Check out items before taking them from the IC
- ◆ ONLY check out items using your patron record
- ◆ DO NOT loan items to other students

Check Out Periods

Books	15 school days
Overnight Items	1 school day

Speak with an IC staff member to renew items.

No fines are charged, however, lost items must be paid for or replaced. See the IC staff if you need a payment voucher for a lost item.



Research

Please do not hesitate to ask questions! Ms. Tong or Mrs. Leon will be happy to help you with suggestions about how to research a topic and where to find information.

IC Hours

Students are welcome to use the computers, printers and other IC resources for school work.



Please plan ahead and use your time wisely.

- ◆ Open 0730-1600 each school day unless notice is given
- ◆ During class time, students MUST have a hall pass unless accompanied by a teacher
- ◆ During the lunch period no pass is needed
- ◆ IC Closures will be posted and read in advance in the daily announcements

Visiting IC during Seminar

A limited number of computers are available.

- ◆ Requests for passes to visit IC must be made in advance; plan ahead!

While in the IC during seminar, it is understood that students need the computers or IC print resources for school work.

Project Materials

The IC has a supply of materials to help you with your projects.

- | | |
|------------------|---------------|
| Scissors | Paper |
| Glue Sticks | Pens/Pencils/ |
| Markers | |
| Rulers | Index cards |
| Pencil Sharpener | Stapler |
| Paperclips | Rubber Bands |

Students may borrow these materials from the IC staff.



Mission Statement

The mission of the DoDEA Information Center program is to ensure that students are effective users of ideas and information and develop life-long learning skills.

Computer Policies

Students must have a signed Internet Agreement on file in the IC to use the LHS computer network. The IC staff will contact students if this agreement is not on file.

Using IC computers is a privilege. Please follow these policies.

- ◆ Make NO changes to computer settings
- ◆ Use ONLY your personal login and password
- ◆ NO chat rooms / bulletin boards
- ◆ NO inappropriate sites
- ◆ Doddse.net e-mail is allowed ONLY before/after school and at lunch [<http://www.doddse.net>]
- ◆ Print ONLY school-related materials

Violations

Violations of the LHS IC computer policies may result in loss of access to computers. Loss of access may be for the remainder of the school year!



Computer Transferring

Students are allowed to transfer work electronically between the LHS campus and home using CDs, 3½ floppy disks, and thumb drives. Another option open to students is the digital locker available through their doddse.net account. For access information, contact the IC staff.



The Lakenheath HS Information Center is "the answer place." If you have any questions, need help finding a classroom, etc., please do not hesitate to request assistance from us!!

Ms. Tong and Mrs. Leon

DSN 226-3903 | Commercial 01638-523903

Library World

The electronic card catalog is "Library World Explorer." Students have access to the card catalog from any computer on campus. It allows searches by



- ◆ Keyword
- ◆ Title
- ◆ Author

If you have difficulty finding a book, please ask the IC staff for assistance.

Computer Compatibility

The primary programs currently used at LHS are components of Microsoft Office 2000. If the programs used at home are different or newer, adjustments will be necessary to bring files from home to school. If you have trouble with program compatibility, feel free to ask the IC staff for assistance. **Please plan ahead! Test the compatibility of documents and projects before their due date.**

Works Cited

Students should be aware of their obligation to correctly cite all of the sources they use. Plagiarism is a serious offense. The IC has an extensive works cited booklet available at the circulation counter. Please feel free to ask the IC staff for assistance when citing sources.

Useful Websites

LHS WebPage

URL=<http://www.lake-hs.eu.dodea.edu/>

My Road

<http://www.MyRoad.com>

CollegeBoard

<http://www.collegeboard.com>

The LHS School Code Number is **575020**.

Internet Databases

All LHS students have access to several online databases for research. This access is available on campus and from home (remote access).

ProQuest / SIRS

URL= <http://www.proquestk12.com/>

Customer #: **lakehs**

Password: **!dodea**

Select the button **Go To: My Products Page**

Remote access is

Customer#: **ralakehs** Password: **ra!dodea**

Newsbank InfoWeb

URL= <http://infoweb.newsbank.com>

Username: **lakehs**

Password: **!dodea**

Remote access is

Username: **ralakehs** Password: **ra!dodea**

Thomson Gale Resources

URL= <http://infotrac.galegroup.com/itweb/lakehs>

Select "Proceed" to search on this site!

****remote access password is ra!dodea**

World Book Online

URL= <http://www.worldbookonline.com>

User ID: **lakenheath**

Password: **dodea**

Remote access is

User ID: **uklakenheath** Password: **ukdodea**

Columbia Grangers

World of Poetry Online

URL= <http://www.columbiagrangers.org>

Username: **dodea**

Password: **dodea**

Remote access is

Username: **dodea** Password: **dodea**

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Information Center

The more you read,
the more you know.

The more you know,
the smarter you grow.

The smarter you grow,
the stronger your voice
when speaking your mind
or making your choice.