

MEDIA MUSINGS

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A LITTLE LIGHT HOUSECLEANING

Did you start the new year with some resolutions? Did you return to school determined to clear out those stacks of paper and organize your files once and for all?

You can do the same thing technologically. Start out the new semester by clearing out unneeded files on both the network drives and in your e-mail folders.

- In your email, check out your **Sent folder**. Delete any and all of the messages you won't be needing in the future.
- Go to the **Trash folder**, and after making sure that you won't be needing any of those messages, click on **Empty Folder**.
- Even your **Inbox** might need some attention.



- Delete unneeded files on the Shared drive (R-drive) — or move them to a flash drive.
- Do the same on **your network drive**—you know that you have a limited space available, and once it is filled up, you'll no longer be able to save files.
- Back up your files on a flash drive, or have a CD burned in one of the computer labs. Any of the lab assistants can help you. Bring your own CD, or buy one for \$1.00

PILOTING NEW DATABASES—FEEDBACK, PLEASE

With our limited budget for online resources, the Library tries to purchase databases to represent various curricular areas as well as general information needs.

College-bound students (last year over 90% of our graduates) need to

understand what research databases are and have some experience in using them for research purposes.

We are in the process of evaluating several new databases. By February 1st we will need to decide whether to renew our current subscriptions or to

switch to a new set of resources.

Please use the pilot databases to do some sample searches, with your assignments in mind. And contact a librarian with your recommendations.

All database links are on the RB Resources page.

NEW BOOKS

Check out the listing of new books by clicking on the “New materials” tab on the Library Department webpage. Online viewing saves the school LOTS of paper, as we don't need to print the entire list. So please take the time to peruse the list — and then stop by the library to check out an armload of books for your wintertime reading, or to help prepare a new assignment.

OUR TRASH COULD BE YOUR TREASURE

In preparation for packing up the library for our big renovation this coming summer, we have been deciding what to keep and what is no longer used. The 800's (literature), the Reference Room, and the fiction section have gotten the most attention — and so if you were to come to the library entrance area and browse around, you'd find LOTS of books that you might wish to move to your classroom or take home for your own use. If you'd like to take a box and donate them to a senior citizen's center, that would be great, too.

Come “shop” the Library Givaways.

ASK A LIBRARIAN. . .

(WE'RE HERE FOR YOU!)

Alicia Duell and Doreen Fritz,
RB's library media specialists

... to find, evaluate, and select websites for your students to use for a project or research assignment.

... to create a Curriculum Page with your assignment explanation, links to good resources, and even a rubric .

... to find and print articles to supplement your curriculum, which you

could have your students read.

... to order a book via interlibrary loan for your graduate class, your book club, personal interest, or to use with your RB classes.

... to prepare booktalks to entice your students to read, either on a specific topic or for general interest.

... to show your students how to use one of our research databases effectively.

... to teach a lesson on website evaluation to your students.

... to help you plan and teach a research assignment that is exciting and creative, and still teaches your students necessary skills.

TAKE TIME TO READ—AND TO MODEL READING FOR YOUR STUDENTS

"The more that you read, the more things you will know. The more you learn, the more places you'll go."

— DR. SEUSS, *"I CAN READ WITH MY EYES SHUT!"*

- Fill out and post the "Ask Me What I'm Reading" flyer near your classroom door.
- Ask your students what they're reading outside of class assignments.
- Bring your students to the library to browse for

a book to check out.

- Ask the librarians to prepare a booktalk session—either for pure recreational reading, or for a topic related to your curriculum (i.e. historical fiction, health issues, science-related

topics, etc.)

- Have materials on hand for students to grab and read during that occasional 10 "extra" minutes at the end of class.
- Let students see you reading for pleasure.

HELPFUL HINTS RE: OUR EMAIL SYSTEM

Making a signature file

- Click on Tools — Options, and then select the Signature tab.
- Type exactly what you'd like to have appear at the bottom of each of your e-mail messages, doing hard-returns to separate each line.

- You may click the little box if you'd like the signature to appear at the top of your messages. If you don't click that box, the signature will appear at the end of each message.
- Click on OK.

