Program Emphasis

Reading

The library program promotes the habit of reading through a collection policy targeted to youth and increased access to reading material. The reading program is being improved by these specific steps:

- Providing exciting new materials young people want to read

- Purchasing new materials supporting the curriculum and free voluntary reading

- Providing quick response (under five days) to teacher or student requests for new materials

- Supplying carts and books for rotating classroom collections

- Removing outdated, worn or unused materials in fiction, non fiction, reference and periodicals

Technology

Since Net Day in 1996 the library program has increasingly focused on the use of technology and its integration into the curriculum. The library offers access to a widening virtual library of databases such as EBSCOhost and Facts on File:
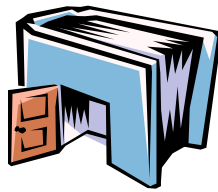
Tools:

- 32 networked computers

- Laser printers, color printer, scanner, digital cameras, and video projector

- MS Office, MS Publisher, Hyperstudio and other production software

Portals and pathways:

- Custom designed World Wide Web pathways through collaboration with the library media teacher

- Online searchable catalog of titles

Information Literacy

The primary goal of El Camino's library program is to help students become masterful users of information. Information literacy is, in short, the ability to locate, use, and communicate information. The library program uses the Big 6™ Skills model developed by Eisenberg and Berkowitz:

1. Task Definition (determining the purpose and need for information)
   1.1 Define the problem
   1.2 Define the information requirements of the problem
2. Information Seeking Strategies (examining alternative approaches to acquiring the appropriate information to meet defined needs)
   2.1 Determine the range of possible resources
   2.2 Evaluate the different possible resources to determine priorities
3. Location and Access (locating information sources and information within sources)
   3.1 Locate sources (intellectually and physically)
   3.2 Find information within sources
4. Use of Information (using a source to gain information)
   4.1 Engage (e.g., read, hear, view) the information in a source
   4.2 Extract information from a source
5. Synthesis (integrating information drawn from a range of sources)
   5.1 Organize information from multiple sources
   5.2 Present information
6. Evaluation (making judgments based on a set of criteria)
   6.1 Judge the product (effectiveness)
   6.2 Judge the information problem-solving process (efficiency)

In addition to the information literacy research model, the library provides:

- Student instruction on the MLA bibliographic citation guide and access to NoodleBib, an online citation generator

- Assistance to teachers for developing anti-plagiarism strategies in assigned research

- Assistance to teachers in connecting vast information resources to the curriculum

Staff

Bruce Cummings
Library Media Teacher

Office phone: extension 6028
Email: bcummings@smcoe.k12.ca.us
Hours: 7:30-3:30 (4:00)

Other responsibilities: Technology Specialist, School Web Site Coordinator, Voluntary Independent Study Program Coordinator

Christina Campbell
Career Center Coordinator

Office phone: extension 6027
Email: mzztina@hotmail.com
Hours: 8:00-3:30

Patricia Stiltner
Library Assistant—Textbook Room

Office phone: extension 6029
Email: pstiltner@hotmail.com
Hours: 7:30-3:30

El Camino High School
Library/Career Center

Circulation desk phone: extension 6030
Email: elcamino@smcoe.k12.ca.us
Hours: 7:30-3:30
24 hours a day at
http://www.ssfusd.k12.ca.us/elcamino

Library Services

Scheduling

The library schedule binder is located behind the circulation desk. Teachers are requested to meet with the library media teacher and submit a **Library Use Form** when scheduling time in the library or Career Center.

The library can accommodate up to two classes if one class is primarily using the Career Center.

Small groups or individual students do not require advance scheduling, but may be turned away if their presence is in conflict with scheduled use. All students coming to the library without their instructor must have a pass.

Circulation

Students may check out most books for two weeks with unlimited renewals. Reference books and other high demand materials may be checked out for overnight use only.

Fines

Regular overdue books are fined $0.20 per school day to a maximum of $2.00. Overnight books are fined $1.00 per school day to a maximum of $5.00. Lost books are billed at the replacement value of the book.

Other services

Students may make photocopies for $0.05 a page. Black and white printing is free. Color printing is $0.25 a page. Students have free access to staplers, scissors, glue, rulers, hole punches, white out and colored pencils and markers.

A **Student Study Room** is available to schedule for small group use.

Career Center Services

Scheduling

The Career Center is scheduled through the library schedule binder at the circulation desk. The room can accommodate 20 students.

School to Career

The Career Center offers the **COIN** Career Community online database for class use as well as other career-oriented databases for individual use.

The Career Center's computers have Word 97, featuring the resumé wizard. COIN also has a resumé component. Students may find career reference books as well as career specific materials in the Career Center.

The Career Center coordinates career speakers and job shadowing among other career exploration opportunities for students.

College information

- The Career Center holds catalogs from a variety of local and state colleges and universities.
- COIN supports college data for all California colleges and universities.
- The Career Center coordinator regularly publishes scholarship information.
- The Career Center participates in an annual **College Night** each November, together with South San Francisco High School.

Job information

The Career Center receives job information targeted to youth from local employers and San Mateo County. Military recruiters coordinate their visits through the Career Center.

El Camino High School
Library/Career Center

Guide to Programs and Services

2002-2003