

## Library Catalog

The Mayfield City School District online catalog and databases can be accessed through

### **Mayfield City School District Website**

<http://www.mayfield.k12.oh.us/main.html>

### **INFOhio: The Information Network for Ohio Schools Website**

<http://www.infohio.org>

click (Online Catalogs -> LNOCA -> Mayfield City Schools)

The online catalog contains all print and multimedia materials available districtwide.

## Library/Media Staff

### 10-12 Building

Bob Sleeman, Library/Media Department Chair  
Laura Hagquist, Library Assistant

### Media Center

JoAnne Pahor, Library Assistant-Media Services

Margaret McKenney, Secretary

### 8-9 Building

Laura Janosek, Library Media Specialist

Humanities Library  
Carol Coghill, Library Assistant

Technology Library  
Barb Catalano, Library Assistant  
Ellen Graham, Library Assistant

Our library/media staff looks forward to assisting you and your students.

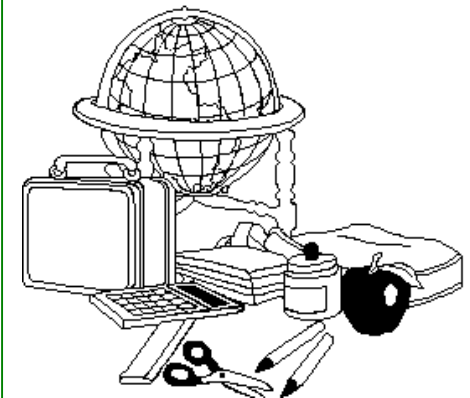
# Mayfield High School

## 2004-05

### *Library/Media Guide*

including a special section on

### **How to Select Multimedia For Classroom Viewing**



How to schedule a  
class for research  
in the library.

Our library staff welcomes staff and students to use our three libraries and labs. For research project ideas, and scheduling, please contact the library staff. You will be asked to fill out a Library Assignment Alert form. This form assists us in preparing materials for your assignment

Computer Use Policy

Mayfield City School District requires students and a parent/guardian to sign the "Computer User Agreement and Parent Permission Form." At that time, the library ID card is generated, which indicates the student's privilege to computer use. The library staff is required to ask each student to show an ID card before entering the computer lab.

How to Select  
Multimedia  
For  
Student Viewing

<http://www.mayfield.k12.oh.us/main.html>

Audio/Video titles are available to search on the Mayfield online catalog. You may search by title, subject, series and all fields. The record may display title, author, subjects, notes, producer, copyright date, format (VHS/DVD), call number, running time, MPAA rating, closed captioning status, awards, and availability.

Mayfield High School building policy for video viewing limits the showing of all videos to "General audience" (G) or "Parental Guidance" (PG) rated materials. Closed-captioning is required for all videos shown to classes that include hearing-impaired students.

Playback of selected titles will be done through the video distribution network.

**To schedule media for  
classroom viewing:**

Please call or email the Media Secretary, Mrs. McKenney, ext. 6775, to schedule media for your classroom viewing.

Multimedia  
Equipment

Media Services has available a variety of equipment for classroom use. The inventory includes overhead projectors, TV's, VCR/DVD players, computer/projector systems, video and digital cameras, and microphones as well as other audio/visual equipment.

**To schedule media  
equipment for the classroom:**

Please email or call JoAnne Pahor, Library Assistant, Media Services, ext. 6776 to reserve multimedia equipment for your classroom.