

Library Password "hfhs"

Online library resources are available on the high school website at:

www.hfhighschool.org

A Username ID and password are required when accessing library databases from a remote location. Our school initials, "hfhs", serve both as Password and Username ID for all of the online library resources unless otherwise indicated.

How to Access

HFHS Library Resources at home:

Go to: www.hfhighschool.org
Open: Library Resources
Select: Database of your choice
Type: Username/ID: **hfhs**
Password: **hfhs**

Online Library Resources

CultureGrams
CQ Weekly
Ebsco History Database
Encyclopaedia Britannica Online
Facts.com
FirstSearch (Authorization # 100108720)
Gale Virtual Reference Center E-Books
Grove Art Online (hfhschool)
Grove Music Online (hfhschool)
Health Reference Center
Infotrac/Student Resource Center
Literature Resource Center
NewsBank
NoodleTools – Citation Composer
Novelist
Opposing Viewpoints
Science Resource Center
SIRS
SIRS Decades
WilsonWeb

Computers

- Computers are available for students to use for school-related assignments.
- Printing is free but must be school-related.
- Only students with a valid ID and signed user agreement will be allowed to use the computers.

Copy Machine

The library has a copy machine for students to use at the cost of 5 cents per page.

Library Staff

Library Media Specialists

Kathleen Tisoncik (708) 335-5563
ktisoncik@hfhighschool.org
Jane Harper (708) 335-5566
jharper@hfhighschool.org

Library Technical Assistant

Teresa Bagatella (708) 335-5562
tbagatella@hfhighschool.org

Circulation Clerk

Annie Gamble (708) 335-5560
agamble@hfhighschool.org

Department Chair

Nancy Spaniak (708) 335-5009
nspaniak@hfhighschool.org

Homewood-Flossmoor High
School Library
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www.hfhighschool.org



Homewood Flossmoor
High School

**LIBRARY
GUIDELINES
FOR
STUDENTS**



"Research is formalized curiosity. It is poking and prying with a purpose."

Zora Neale Hurston, in *Dust Tracks on a Road*, 1942



Welcome to the Library!

Your school librarians are here to guide you through the research process and offer expert advice on selecting library resources for school-related and personal reading.

Library Hours:

7:30 a.m. to 4:00 p.m. daily

Using Student Passes

- Students may use the library before school without a pass (7:30—8:30 a.m.)
- A pass is not required to use the library during lunch periods but students must arrive by the time the lunch bell rings and may not leave until the period is over.
- Students may sign up to use the library during study hall provided they sign up in advance with the study hall teacher.
- Students are encouraged to use the library after school as a place for quiet study. A signed pass must be presented for entry if a student arrives after 3:15 p.m.
- A 4:15 bus pass is issued to students who present their school ID.
- Students using the library during lunch, study hall, before and after school, or on a pass **MUST** sign in at the Circulation Desk.

Checkout Policy

Students must present their school ID card when checking out materials.

Students may have a maximum of five items checked out at any given time.

Students may check out regular books for a three-week loan period. Reference books are checked out for overnight use only.

When renewing materials, students must bring the items to the circulation desk in order to extend their loan period.

A student with an overdue book will not be allowed to check out or renew any more materials until the overdue item is returned or paid in full, if lost.

Students will not be charged late fines for overdue items that are returned to the library past their due dates.

Audio-visual materials do not circulate. Students may schedule a viewing time to use the materials in the AV Center.

Behavior Expectations

The library is a good place for quiet study and:

- Getting a head start on homework
- Using computers for research
- Personal reading
- Class-related research

The library is **not** designed for:

- Loud distracting conversations
- Socializing
- Table hopping

Guidelines for after school use:

- Two students seated per table.
- Speak softly to maintain a quiet study environment and avoid disrupting other students.
- Make sure your library visit is work-related.
- Students without a pass must sign in before 3:15 p.m. and are expected to take care of personal business, i.e. phone calls, locker visits, washroom breaks, before arrival.
- Students leaving the library after 3:15 are not permitted to re-enter the library. Hall passes will not be issued after school.
- Food and drink are not allowed in the library.
- 4:15 bus passes are issued to students with a valid school ID.