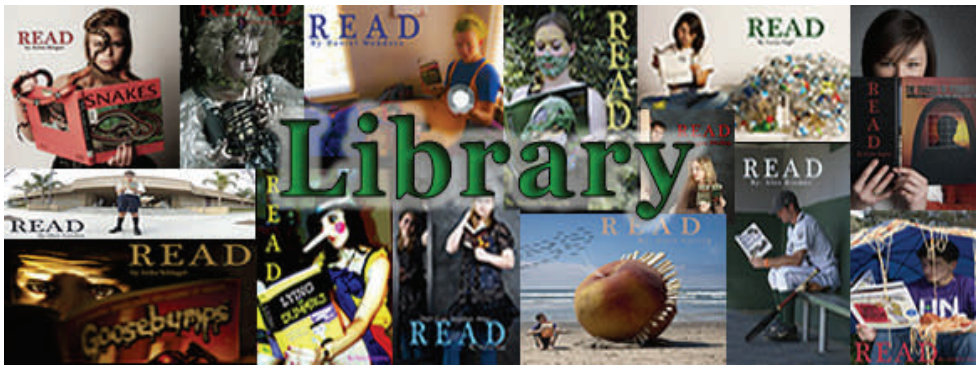
Back to School News
August 2010

Welcome Back Staff!



Subscription Database Login:

Username: powayhs

Password: gogreen

Textbook Distribution Dates:

Aug. 25 — Sept. 3
7 a.m. — 3 p.m.

Library Opens (for student & computer lab use):

Tuesday, Sept. 7

Library Hours (beginning Sept. 7):
Mon.—Thu. 7:00 a.m.—4:00 p.m.

Fri. 7:00 a.m.— 3:00 p.m.

Late Start Mondays
8:45 a.m. — 4:00 p.m.

Library Computers:
L13 Lab: 31 Computers

L2 Reference: 21 Computers

Library: 37 Computers

Reserve L13 in public calendars.

Email kpowell@powayusd.com for other 2 labs.

Visiting the Library:

We are looking forward to seeing you and your students regularly. To make sure all have a productive visit we ask if you could adhere to the suggestions that follow.

Computer Lab Use: The library and reference computers are available for your research needs. Katherine will be glad to sign you up for these rooms and collaborate with you on research assignments. Email kpowell @powayusd.com with your date, period and lesson plan. The L13 computer lab is one of the public labs that you can sign up for on your own. For specific how-to instructions see :

http://powayusd.com/pusdphs/LIBRARY/forteachers.html

The computer labs, L2 Reference room and library have seat assignment charts. Teachers can complete these before their visit or once arriving at the computer rooms. We will keep these on file in their rooms.

Students on Passes: Teachers can send **two students** to the library at a time. Students must have a pass that has their name, date, time sent, purpose for their visit and teacher's signature. The library has fill in the blank passes available upon request.

Substitutes: Please do not send your classes to the library, L13 or L2 with a substitute. We will be glad to reschedule your visit when your return from your absence.

Printing & Saving: All the student computers in the library print to the coin-operated laser printers. These printers are owned an maintained by an outside vendor. It is 15¢ a page for black and white prints and 50¢ a page for color. If students need to print and do not have the funds, please advise them to see the library staff. Students are encouraged to save to their network drive. Students may also save to a USB flash drive, a CD or a 3½ in. disk.

Photocopies: The library has a coin-operated copier for student use. It is 15¢ per black and white copy, letter or legal size. It cannot make 2 sided copies.

Scanner: The scanner is attached to one of the student use computers in the library. Students and staff can login and scan, save or print on this computer. Like all library computers it prints to the coin-operated printer.

Wireless Access: Students bringing personal computers may use the PHS wireless network. Instructions for access are available at http://powayusd.com/pusdphs/LIBRARY/forteachers.html.

Students will not be able to print on the library printers when using the wireless network.

For more information about visiting the library please contact Katherine, kpowell@powayusd.com or ext. 5461.

Textbooks:

The library will be open daily from 7:00 a.m.—3:00 p.m. for textbook distribution. We hope to have all textbooks out to students and classrooms by Friday, Sept. 3. Most students picked up their texts during registration. For those students that didn't the library is open before and after school, at break and lunch for textbook checkout.

Check for Damage: Students are charged for damages to books. All students are asked to report damages to the library by Sept. 22 to avoid these charges.

Class Sets of Textbooks: When available, Jan will be happy to provide you with copies of textbooks for use in your classroom. If you would like classroom copies of texts or additional copies of your classroom text. Please email or call Jan, jhurley @poway usd.com or ext. 5465 with number of books desired, the last number of your class set (if you already have books) and any numbers that are missing.