• Promotional Events •

Library Orientation Week
Monday, August 27 -
Friday, August 31, 2018

Library Card Sign-up Month
September 2018

Teen Read Week
Monday, October 15 -
Friday, October 19, 2018

Design-A-Bookmark Contest
Monday, November 12 -
Tuesday, November 20, 2018

Paint Parties
Three Choice Dates:
Monday, December 17 -
Wednesday, December 19, 2018

Just WRITE Essay Contest
January 2019

Library Lovers Month
February 2019

Teen Tech Week
Monday, March 4 -
Friday, March 8, 2019

Library Week
Monday, April 8 -
Friday, April 12, 2019

• Clubs •

**Community Service
Library Assistants**

Westwood High School
Library Media Center

Quick Reference Guide
2018-2019

Westwood High School
4480 Westmont Road
Memphis, TN 38109
P: (901) 416-8000
F: (901) 416-8027
westwood-lmc.weebly.com

Mrs. Julia Callaway, Principal
Mr. Benjamin Walker, Assistant Principal
Ms. Lashondra Smith, Library Media Specialist

Requesting Library Materials
- Email request to smithlm1@scsk12.org at least two days prior to date materials are needed.
- In the message, include title, author, and date materials are needed.
- Staff may check out 20 items at a time.
- Place returned items in the drop box.

Searching the Online Library Catalog
- To access the school library's online catalog, go to the library's website.
- Click on the *Resources* tab.
- Click on *Westwood High School Online Library Catalog.*
- Title, author, and subject searches may be performed.

Teacher/Librarian Collaboration
- Email request to smithlm1@scsk12.org at least two weeks prior to lesson.
- In the message, be detailed with requested needs and provide date lesson is to begin.

Accessing Digital Resources
- The digital resources listed below have been made available to schools through Library Services. Resources can be accessed through the library's website on the *Resources* tab.
  - ⇒ Britannica School (shelby, county)
  - ⇒ Britannica ImageQuest (shelby, county)
  - ⇒ The World Almanac (shelbycty-2nd, digital)
  - ⇒ The World Almanac Kids (shelbycty-elem, digital)

Computer Lab/Media Center Reservations
- Computer labs and library media center may be reserved for a special event or for class sessions. To reserve the lab or library media center, review calendar for availability on the library's website, *Lab & LMC Scheduling* tab.
- Send reservation request to smithlm1@scsk12.org.
- In the message, include requested date(s) and time(s) and purpose of reservation.

Library Pass
- A student **must** have a library pass when arriving to the library individually.
- Use an official pass noting student's name, date, time, any special instructions, and teacher signature.
- The pass will be re-issued when the student leaves the library to return to class.

Laminating
- Complete a request form and place form with the item(s) to be laminated on the designated counter in the library.

Equipment Needs and Procedures
- Email equipment needs to smithlm1@scsk12.org. In the message, include requested item(s) or task.
- Equipment must remain with the assigned faculty/staff member and in the assigned location. Equipment can only be moved or disposed by authorized personnel.
- Report damaged/stolen equipment immediately to smithlm1@scsk12.org.
- Ensure students are using equipment properly.
- Place a work order for equipment in need of repair.
- Keep computers powered on to receive updates.

Work Orders
- There are two ways to place a ticket for equipment in need of repair or software installation: direct call and online.
- To call in a work order, contact Help Desk at 416-2700 and follow prompts.
- To place an online ticket,
  - ⇒ Go to: hd.scsk12.org
  - ⇒ Log in using your Active Directory credentials (excluding @scsk12.org)
  - ⇒ Follow prompts according to the repair issue or needed software installation
- Please note that a work order must be placed before an IT Support Analyst can resolve your issue.