Overview 2015-2016

- Offered freshmen orientation including strategies for managing passwords for school accounts
- Provided support for Turnitin subscription
- Provided point of need instruction for students and staff on a daily basis
- Met the equipment needs of staff and students
- Facilitated after school and evening services for students and town patrons
- Supported professional growth of faculty through Professional Library, Common Core support and Table of Contents preview service
- Supported IT department through organization of student Acceptable Use Forms, troubleshooting, and resetting of student passwords
- Published summer reading brochure
- Hosted special events: Arts Nights, Montville Arts Council Book Sale

"In the nonstop tsunami of global information, librarians provide us with floaties and teach us to swim."
~Linton Weeks

Library Attendance

<table>
<thead>
<tr>
<th>Visits</th>
<th>Total</th>
<th>Daily Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Served</td>
<td>849</td>
<td>5</td>
</tr>
<tr>
<td>Students</td>
<td>39,190</td>
<td>232</td>
</tr>
<tr>
<td>Students before &amp; after school</td>
<td>5,629</td>
<td>33</td>
</tr>
<tr>
<td>Before School</td>
<td>743</td>
<td>29</td>
</tr>
<tr>
<td>After School Program</td>
<td>4,886</td>
<td>33</td>
</tr>
<tr>
<td>Evening visits</td>
<td>939 (543 student visits)</td>
<td>15</td>
</tr>
</tbody>
</table>

Percentage of total students visiting independently of class: 67%
Percentage of students visiting independent of class using computers: 38%
Percentage of evening use by students: 58%
Total Student Visits by Month
2015-2016

<table>
<thead>
<tr>
<th>Month</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visits</td>
<td>5301</td>
<td>4726</td>
<td>3389</td>
<td>3919</td>
<td>3627</td>
<td>3437</td>
<td>4837</td>
<td>3699</td>
<td>4458</td>
<td>1193</td>
<td></td>
</tr>
</tbody>
</table>

Independent Student Visits to Library
(students visiting without teacher)

- Total Year
- Second Semester Totals
- First Semester Totals
Teaching and Learning

Supported classroom instruction and research and delivered direct instruction to classes in:

- Annotated bibliographies
- Avoiding plagiarism
- Bibliographic citations and MLA format
- Developing search strategies
- Database and eBook access
- Evaluating websites
- Information literacy skills
- Library orientation & locating library materials
- Parenthetical notation
- Peer editing and reflection
- Research strategies and information evaluation
- Video editing

Using software & open source programs

- Note taking using Adobe tools and Imagine Easy Scholar
- Audacity Recording
- Office 365 and Google Docs
- One Note classroom
- EasyBib Online Citation Generator
- Microsoft PowerPoint, Excel & Word
- Microsoft Publisher
- Web Based Programs: TrackStar, Turnitin
- Windows Movie Maker
Library Management

- Administered established routines consistently with study hall students and maintained order in library to promote overall climate of learning and student engagement
- Worked with computer lab staff to establish consistent routines with library
- Managed online scheduling on Home Access Plus to ensure most efficient use of resources
- Conducted inventory of library collection
- Made material and digital purchases to meet the needs and interests of the faculty and students

Technology

Provided support for teaching and learning through technology

- Managed audiovisual equipment and provided continuous AV equipment support for staff and students
  - Circulated equipment on a daily basis, meeting scheduled and last minute equipment requests
  - Provided troubleshooting for audiovisual equipment
- Assisted with capturing video and converting video to digital format
- Maintained and regularly updated library webpage using open source software
- Managed library computers and monitored student computer use
- Used LanSchool to lock and limit programs at teacher request and remotely access student computers to provide assistance
- Previewed services to support instruction, such as Imagine Easy Scholar and ebooks

Provided access to multiple resources, through online databases and electronic book vendors.

Combined Database Sessions: 9,957
Combined Searches Performed: 33,009
Library Statistics

Collection
Titles: 19,092
Copies: 21,597
New Books: 434

Circulation
5,988 circulations
Average 32/day
MHS Library 2015-2016 Most Frequently Circulated Materials