

Stromness Academy Library

QUICK GUIDE TO COMPUTER RESOURCES



Dive into this quick guide for successful & responsible computer use.

COMPUTERS AVAILABLE

The school library has 11 PCs numbered 1 - 11:

- Nos 1-7 on the Computer Bench
- Nos 8-9 near the Issue Desk
- No 10 next to Reading Zone
- No 11 in the Upper Library

LAPTOPS

There are 7 laptops available, primarily for use in the lower or upper library, although they can be taken back to class with permission.

Laptops, like books, must be issued through OLIVER, the library management system. You will need your library card or barcode label in your planner. Please take them to the desk to get them loaned out to you. On return, you must get them scanned back in.

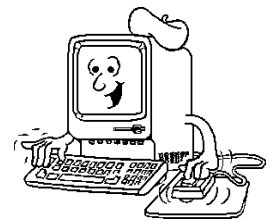
If the librarian is not present, there is a manual sign in sheet on the trolley. Please fill this in.

COMPUTER BOOKING

It is recommended that you always **book** computers in advance.

You can book computers for any time: before registration, during class, lunchtime or for after school.

- If the Librarian is not there, wait until she returns or leave a note on the desk.
- Bookings made without the Librarian's permission are not valid.
- At lunchtime, work will always get priority over 'leisure' bookings.
- NB. The Librarian may alter bookings if appropriate eg. if needed by class for research.



INTERNET

- Access the internet for study in connection with your school work or for authorised activities (eg. 'leisure' use at lunchtimes, but **work will always get priority**).
- Do not send, display or download abusive or obscene pictures or messages.
- Keep your passwords private and don't use other people's passwords.
- Respect the ownership rights of other people's work. Don't copy and paste information into your own work. Ensure you acknowledge where you find information. Obey copyright laws.
- Be polite when using email.
- Don't open emails or email attachments from people or addresses you don't recognise unless they come from someone you know and trust.

Plan your search BEFORE you go on the Internet.

USING COMPUTERS

When you come to the library to use the computers:

- Ask permission before using the computers - even if you have already booked.
- **Sign the logbook** (including time) on the issue desk before using computers and sign off when you have finished.
- ONE pupil at each computer.
- During class time computers should be used for schoolwork only.
- Games & 'Leisure' use is permitted at lunchtime only. Work gets priority.
- Report problems or faults to the Librarian immediately.

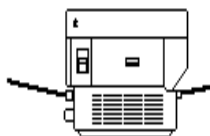
DON'T:

- ✗ change the set-up.
- ✗ install / download software or games.
- ✗ use damaged CDs / pen drives.

PRINTING

All the computers are connected to the colour laser printer near the Issue Desk.

- Ask before printing.
- Schoolwork **ONLY!**
- Print one copy of a document. (If you need more please get it photocopied.)
- Print drafts in Black & White (mono) and back-to-back (duplex).



AVOID WASTED PRINTOUTS



- Double check your work before printing.
- If downloading pictures or text fill a page before printing.
- Place unwanted single-sided copies in scrap paper box next to printer so they can be re-used for note taking.

Printing from the Internet

- To control the number of pages printed don't print directly from the Internet. Check 'Print preview' first to see how many pages there are.

If it is only a small piece of information, handwrite notes in your jotter or on scrap paper.

SAVING WORK

It is **very important** you save any work done on the computers.

Hints for successful saving

- Save to your GLOW ONeDrive.
- Save work **every paragraph** or so just in case the computer has a problem in which you might lose all that you have typed.
- Try to keep a **BACK-UP** of your work. Email a copy to yourself or put it on a pen drive.



LIBRARY CATALOGUE -

<https://stromness.oliverasp.co.uk/library>

The library catalogue is available on all computers.

Click the OLIVER logo on the desktop.



FINALLY...

Remember, the computers are available to help your education. If they are not used appropriately and sensibly, ie, for schoolwork, research, etc, then you will not be allowed to use them.

Report problems or faults immediately to the Librarian or Technician.

**** IMPORTANT ****

LOG OFF the computer when you are finished!

Go to 'Start' menu and select 'Log off'

At end Period 7, please shut the PC down. Thank you.