



McFatter Technical College & High School Media Center
6500 Nova Drive, Building 2
Davie, Florida 33317 * 754-321-5700



School website: <http://www.mcfattertechnicalcollege.edu/>
BCPS Library Media Services: <http://bcpslibrarymedia.browardschools.com/>

This guide furnishes information about the services and resources provided by the MTC Media Center. This academic library is for Broward County Public School Students and Staff of McFatter Technical College & High School. If you do not find what you need listed here, please do not hesitate to ask a staff member, as we are here to help you. The BCPS Media Center Webpage provides additional information and links for your convenience. The College Library Guide is available online: <http://bcpslibrarymedia.browardschools.com/>

Services

Student IDs and Library Cards

Students must present a valid student ID card, which is also their MTC Library Card, upon entering the media center. Visitors on campus must receive a visitor's pass from the MTC Office of Student Affairs, building 1, when they enter campus. Current staff and registered students may check out materials from the media center with their valid school-issued identification badge.

Book Loans, Renewals and Overdue Fines

Books are checked out for 14 days and may be renewed twice. Magazines are checked out for 7 days and may be renewed once.

Borrowers are responsible for all lost materials and damages to items checked out on their library card. Failure to clear any media center obligations will interfere with registration, graduation and transcripts. Students can also *renew items* via telephone at 754-321-5806.

Visitors

Pursuant to School Board Policy 6317, non-registered persons are considered visitors. All visitors must obtain a visitor's pass from the office of student affairs desk in building 1.

Coffee and Snacks

There is a café and a cafeteria in building 6, along with La Piazza in the mall area, which provides meals as well as coffee, drinks, and snacks. Hours for these dining options may vary. Food and drinks purchased along with food or drinks students bring to campus may be eaten in the café, cafeteria, or outside areas. Food and drink are not allowed in the media center.

Computers for Research and E-Mail

Computer use is limited to currently enrolled McFatter Technical College & High School Students. Visitors may access the computers for a limited time. All computers have Microsoft Office, Internet access and printing availability. Those located in the media center are for research and academic work.

DO NOT save your work to the desktop; it will be lost when the computers are re-started. A USB drive is recommended. Please make frequent back-ups.

A scanner is located in the media center. Scanned items are subject to copyright law. Computer use for personal e-mail, surfing, chat, or games is permitted as long as computers are available and not needed for academic use.

All patrons must observe the School Board Policy 5306, Section IV, Technology Usage, and local, state, and federal laws regarding computer usage. Downloading of music or video is prohibited on any computer.

Printing is available from the computers. See the circulation desk for printing guidelines. Patrons can save files to a USB drive or send via e-mail.

Wireless connection (wi-fi) for personal computers and/or mobile devices is also available.

Databases

The media center offers numerous research databases and electronic journals that are accessible from any Internet accessible computer. Contact the media specialist or media center staff if you need help in using these or conducting research. A brochure is available for access to these databases off-campus.

Hours

The media center's regular operating hours are posted on the MTC Webpage. Hours are also available by calling 754-321-5806. Holiday hours, spring break hours, and other exceptions will be posted in the media center and on the webpage. ***All hours are subject to change.***

Interlibrary Loan (ILL)

Books and materials that are not available in the MTC Media Center may be obtained through ILL from other public schools in Broward County. Please see the media center staff for assistance.

Students are notified when the item is received and can be picked up at the circulation desk. Though most ILL materials arrive within a week, it can take longer; therefore, students need to plan ahead.

Laptop Computers

Wireless laptop computers are available for use in the media center. Students must have a current Student ID and laptops may not be removed from the media center. All personal data must be saved to the student's USB drive or sent to email prior to returning the laptop.

Library Instruction

The MTC Media Specialist offers subject-specific library instructional sessions arranged by faculty for their classes and small group computer lessons to students. Students can make an appointment at the circulation desk or calling 754-321-5806 or e-mailing maria.minichiello@browardschools.com.

Online Catalog – Follett Destiny Catalog Search and One Search Database Results

Follett Destiny is the online catalog for books, audiovisual materials and other items available in this media center. The McFatter Media Center's Webpage: <https://browardschools.follettdestiny.com/common/servlet/pressentloginform.do?fromLoginLink=true> is a portal to library and electronic resources. Through the media center's webpage, patrons can access the school's catalog and catalogs of the other Broward County Public School Libraries, search

local journal holdings, use online encyclopedias, and print research. To use many of the online subscription databases in Destiny's Library Search One Search feature, students will need to login via your school location with your 10-digit student identification number and birthdate with slashes (e.g., 06/22/1993). Staff can log in with their personnel numbers the way they log in for BEEP. A district database brochure is available in the media center.

Photocopiers and Printers

There is a self-service photocopy machine/printer in the media center. The photocopy machine/printer in the media center is for students to use for class assignments and printing is limited pursuant to MTC Media Center's guidelines. If you need to print/copy more than 5 pages, please ask a media staff member for assistance to ensure we are conserving as much paper as possible (for example, printing duplex/two-sided, printing multiple slides of a PowerPoint on a page, etc.).

Collections

Reserve Material

Books and print items that instructors place on reserve are available at the circulation desk.

Finding Library Materials

The items found in the media center are available through the online catalog – Follett Destiny. The online catalog is part of Broward County Public Schools and all school catalogs can be searched through Follett Destiny.

How to Read a Call Number

Materials in the library are classified using the Dewey Decimal System. After locating an item in Follett Destiny Library Search, the screen will provide the call number for the item. The call number is the "address" of the item on the shelf. It will look something like the following:

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PAT	STE

The sections in the library are clearly marked, such as Fiction, Non-Fiction, Biography, Study Guides, Story Collection, etc. If you are unable to find what you are looking for, please come to the circulation desk so staff can assist you.

Reference Collection (REF)

This is a non-circulating collection of books. There are also electronic and print abstracts and indexes available online.

Circulating Collection

The circulating collection includes items which may be currently checked out. A HOLD can be put on an item that is checked out. The student or staff member will be contacted upon return of said item. All items except Reference and Reserve materials may be checked out to currently registered students with a valid student school ID.

Audio-Visual Collection (AV)

Audiobooks are in the Circulating AV Collection.

Professional collection (PRO)

Professional materials for instructional use by faculty are in the media center and available for check out. These items may also be viewed in the media center by students.

Magazines

Program-related and leisure print magazines are available for check out by students and staff.

Additional Collections

Study Guides, ESOL, Audiobook/Print, Biography, Manga/Anime, and Story Collection items are part of the circulation collection.

Building Use Policy

This facility is here to provide the students, faculty, and staff of the institution with a pleasant environment conducive to study, research, and the continuation of the educational process. It is important that the following procedures and policies will apply in all public service areas:

Cell Phones

Please be considerate of others by placing your cell phone on vibrate while in the building. Phone conversations should be taken outside of the media center.

Loitering and Soliciting

Loitering and soliciting for donations or accosting patrons for any purpose that disrupts their use of the facility is prohibited.

Food and Drink

Patrons are prohibited from consuming food and drinks in computer areas.

Disruptions

Disruption to the study and research of patrons or the interruption of their educational process is prohibited:

Examples are listed below:

(This is not an inclusive list)

- Creating excessive noise
- Harassment of others
- Odor constituting nuisance or health and safety concern
- Violation of district and school dress code
- Behavior that disturbs users or staff and interferes with the use of the facility

Destroying/Damaging Material, Equipment or the Facility

The following are examples of actions that are prohibited: (This is not an inclusive list)

- Destruction, mutilation or defacement of any materials
- Damaging of hardware or equipment
- Misuse of furniture or the facility
- Intentional introduction of viruses into any system
- Tampering with software

Restrooms

Restrooms are located in building 2.

Security and Surveillance

Alarms, video cameras and other security devices are in use in the building.

Smoking

Smoking or any other use of tobacco products is prohibited within the facility and on the school grounds. This includes electronic cigarettes.