

# LIBRARY PROCEDURES

## MEDINA HIGH SCHOOL

### EXPECTATIONS FOR LIBRARY USERS


- ◆ To be **Respectful**
- ◆ To be **Responsible**
- ◆ To get **Results**:
  - Doing research/assignments requiring library resources
  - Recreational reading and/or magazine/book selection
  - Quiet study time

### LIBRARY STAFF

- \*Mrs. O'Toole- Librarian
- \*Library Assistant- Mrs. Heschke



### VISITING THE LIBRARY

 **Privilege Pass-** Students with a 90% or better academic average can obtain a Privilege Pass. Students may report directly to the library.

The tardy bell does apply. Students must sign-in/sign-out to the library and write the time they arrive/depart.

**Research Pass-** *ONLY Classroom TEACHERS* issue Research Passes. The pass is green and requires a signature from the issuing teacher and the study hall monitor; along with a brief description of the assignment. Students must sign-in to the library.

**Study Hall Pass-**

- Six students may come from each study hall when a class **IS NOT** working in the library
- Report to study hall first; **NOT** the library!
- Stay the entire period once you're here
- Come directly to the library

### ADDITIONAL SERVICES

- Copy machine; Scanner
- Color printer
- Headphones
- Audio Books/E-books
- Laptops to loan for class period!

### COMPUTER PROCEDURES

LOGIN under your USERNAME and LOGOFF when finished, DO NOT share passwords! The Internet is for research purposes. Students are NOT to go on inappropriate sites, or download or stream programs for personal use. The only games allowed are under *"Fun Learning Activities"* on the library webpage... Please act responsibly at all times!

**To visit the library you must plan ahead! Make sure to check with library staff or your study hall monitor about what periods are "open" throughout the week. You may also check the online schedule located on the library webpage. Research passes are honored at all times throughout the day. However, space is limited and scheduled classes get priority.**

### BORROWING GUIDELINES

All materials are signed out at the front desk. Items will NOT circulate if overdues exist. You can request items that are currently checked out. Fines will be charged if materials are lost.

**3 Books at a time for 2 weeks. Flash drive 2 weeks. Magazines for 3 days.**

**Laptops/headphones one class period- return by 2:50pm at latest!**

*Use the Online Catalog to find resources!*

**Find More Info on the Library Website:**  
<https://www.medinacsd.org/domain/169>

