

# MHS Library Information

## MHS Library Hours

**Monday:** 7:25 AM to 3:30 PM

**Tuesday:** 7:25 AM to 3:30 PM

**Wednesday:** 7:25 AM to 3:30 PM

**Thursday:** 7:25 AM to 3:30 PM

**Friday:** 7:25 AM to 3:10 PM

## **General Information:**

- **Printing:**
  - Printing is available in black & white and color for school projects.
  - Document scanning is available at the circulation desk. Please ask the librarian for assistance.
  - Document copying is available for \$ .10 per page at the circulation desk. Please ask the librarian for assistance.
- **Circulation (Book Checkout):**
  - All MHS library books check out for 14 school days and can be renewed at any time at the circulation desk.
- **Student Conference Room:**
  - The library student conference room can be reserved by students through Mrs. Knedel, the Technology Instructional Aid, in the Chromebook Service Center.
- **Library Chromebook Juice Bar:**
  - Students must sit with their Chromebooks while the device is charging. Students may not leave the "Juice Bar" without their Chromebook.
  - **Absolutely no drinks at the Chromebook Juice Bar!**

## **MHS Library Policies**

- All MHS Handbook policies and expectations are in effect at all times.
- Food, candy, gum, and/or drinks **may not be brought into the library at any time.**
- No headphone/earbud usage with any device unless it is for class purposes.
- All students must be actively engaged **in a school-related learning activity** while in the library.
- Classes have priority use of the library and lab.
- The library is equipped with a security system. Anyone who activates the system will be asked to show the items in their possession to the librarian or supervising teacher.
- Students are financially responsible for lost or damaged library materials, including date due cards and barcodes.
- Overdue MHS library items will incur late fees. Overdue items accumulate fines of \$ .05 per day, per item. Please return or renew items before they become overdue. Overdue notices are sent via MHS student e-mail accounts.
- All students must stay with their Chromebook while charging at the MHS library “Juice Bar.”

## **MHS Library Procedures**

- Upon entering the library, all students must sign in at the circulation desk and present their pass to the librarian.
- When exiting the library, all students must sign out at the circulation desk and take their pass back to class.
- Students wishing to **use the library after school or ride the activity bus after school** must sign in by 2:40 PM or

provide a pass from the teacher they were working with previously. Once signed in to the library, you must stay in the library until you are leaving MHS. If you need to go somewhere in the building, please ask the librarian.