

STAFF: Frequently Asked Questions about the Library Use and Resources

How do I Send a Student to the Library?

Students are welcome to utilize the Library during the day with a pass signed by the designated teacher of that class block. A maximum of four students from the same class will be allowed without a teacher. However, scheduled classes will receive priority for space, equipment, and resources. In addition, students will be sent back to class if they are not on task. No passes are needed for entrance during lunch, before, or after school.*

*Students arriving after 2:35 PM will need a pass from the sponsor of their after school activity.

What Spaces are Available in the Library?

There are four spaces available for scheduling of classes:

- 1) Library MAIN (Front area) (formerly known as Research area): 28 computer desktops; no Board
- 2) Library CLASSROOM (Back Right): Smart TV Board; ability to reserve computer cart as needed
- 3) Library READING Area (Behind Circ Desk): No Board; tables only; ability to reserve computer cart as needed
- 4) Library LAB: 22 computer desktops with Smart TV Board; ability to supplement additional computers

In addition, there are five computer carts available for checkout on a daily basis. The computer cart and key must be returned at the end of the day, even if you are using the cart again the next day. A technology reservation calendar will be available for scheduling carts. Library Staff can assist too.

How do I Schedule Space in the Library?

In order to schedule space/lab, please either visit the Library or email the Library Staff. All staff can view the availability of Library spaces through Google Calendar on the Library website, but only Library personnel can make changes to the schedule. For best availability, please make sure to sign up in advance, especially for carts or the Library Lab.

**Substitutes may not use the Library space (including Lab) with an assigned class. If you are scheduled to be in the Library and have to be out, please have alternative plans for the substitute to use your room. The only exceptions are long-term subs.

The Library strives to be a collaborative work environment with many resources available to teachers and students. Please speak to the Librarians for additional support.

How do I Laminate?

Laminating will take place on scheduled days for instructional use only. Any paper up to 23" wide is acceptable for laminating. Staff can drop off material in advance or before noon on the day of laminating in the Video Room (opposite the Library bathrooms). Please complete the "order form" found on the Video Room door with your name, room number, and any special instructions.

How do I Use the Poster Printer?

The library can make monochrome posters for instructional use up to 36 inches wide (depth is not an issue). To create a poster, please make the poster in Word or similar Microsoft file. Posters do cost money, payable either by you or your department. Please check with the Librarians for details.