

High School Library

Information

Tutorial Video on how to use the Alexandria card catalog:

<https://youtu.be/QjtDz-BHBLs>

Link for the Google form for book delivery in student prep:

<https://forms.gle/ab1dP9R9NqzEEjSx6>

Link to sign up to use the High Library or iPad cart:

<https://docs.google.com/spreadsheets/d/1orsBmtwXer9agUHesFK2OdMtssc5eaz-c4iQaKEjOd4/edit?usp=sharing>

High School Library Calendar Spring Semester:

	- JH/HS LIBRARY SCHEDULE 20/21 - SPRING SEMESTER				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1ST PERIOD 8:20 - 9:08	CLOSED	OPEN	CLOSED	OPEN	OPEN
2ND PERIOD 9:11 - 9:56	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
3RD PERIOD 9:59 - 10:44	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
4TH PERIOD 10:47 - 11:32	OPEN	OPEN	OPEN	OPEN	OPEN
5TH PERIOD 11:35 - 12:20	OPEN	OPEN	OPEN	OPEN	OPEN
6TH PERIOD 12:23 - 1:33	OPENS @ 12:50	OPENS @ 12:50	CLOSED	OPEN 12:50-1:20	OPENS @ 12:50
7TH PERIOD 1:36 - 2:21	OPEN	OPEN	OPEN	CLOSED	OPEN
8TH PERIOD 2:24 - 3:09	OPEN	OPEN	OPEN	OPEN	OPEN
STUDENT PREP 3:12 - 3:30	OPEN	OPEN	OPEN	OPEN	OPEN

JH/HS LIBRARY PROCEDURES

CLASSES WANTING TO USE THE LIBRARY:

- Need to sign up in advance on the google calendar
- Must use hand sanitizer upon entry
- Must use social distancing guidelines
- Sanitize tables used upon departure (Tables and chairs should not be moved!)

STUDENTS VISITING THE LIBRARY DURING OPEN TIMES:

- Must use hand sanitizer upon entry
- Must use social distancing guidelines
- Time limit of 5 minutes to check-out a book. (Come prepared by looking up a book to checkout on Alexandria in advance!)
- One student from a class at a time to checkout a book at a time.
- If you would like to come to the library to work, you must first have permission from Mrs. Simon and your classroom teacher.
- Sanitize tables used upon departure (Tables and chairs should not be moved!)

THE LIBRARY WILL NOT BE OPEN DURING LUNCH TIME, IT WILL ONLY BE OPEN BEFORE/AFTER SCHOOL FOR BOOK CHECKOUT! (NO GAMES OR HANGING OUT FOR NOW)

DOORS WILL BE LOCKED DURING TIMES THE LIBRARY IS CLOSED! IF YOU NEED TO SEE KENLEY YOU MUST CALL HIS OFFICE AND HE WILL LET YOU IN IF HE IS AVAILABLE.

BOOK DELIVERIES WILL BE AVAILABLE DURING STUDENT PREP. SEE TUTORIAL VIDEO ON THE HIGH SCHOOL LIBRARY WEBPAGE.