

LIBRARY/COMPUTER GUIDELINES

The Library/lab situation that CHS has is a dynamic one. At least two classes may work simultaneously, one in the reading area and the other in the lab. Sometimes, one class may be using both as well. Therefore, it is very important that teachers sign up for the Library/lab in advance. The area is used on a "first-come, first-served" basis. If you have a question or concern, see the librarian or talk with the other teacher.

When needing to sign-up for the library/lab area, please check with the librarian. Because library M-SIP guidelines have changed for the third cycle, it is important the librarian be able to coordinate the library's curriculum and library purchases with the overall building's curriculums. There will no longer be a sign-up sheet on the wall. There will be a brief form to complete when conferencing with the librarian.

* At least two other labs are available at various hours throughout the day in the business wing. Check the school schedule to see when these are available.

In addition, the ITV (interactive television room) is available as well for multimedia presentations and additional workspace. With the amount of expensive equipment housed in this area, it is vitally important that students be supervised carefully in the ITV room.

Following are some guidelines for students to be aware of while in the Library:

1. Please enter quietly! There may be others taking tests, reading, studying, etc.
2. All bookbags need to be placed near the checkout area. Please make sure the items are out of the walking areas so others may pass safely.
3. Students coming to the Library to do independent work are to sign in and out at the desk. (Those who come with classes need not do the sign in/out procedure.)

4. **The Library/lab area is a QUIET area.** There should be minimal talking by students and teachers. Please be courteous of others.
5. **Students are to clean up their work areas before leaving.**
6. **Students are to remain seated while waiting for the bell to ring.** They should not congregate near the checkout area or near the exit.

Concern: Computer disks often acquire viruses when students take them from a class to home and back. It is highly suggested that teachers house their classes' disks in their rooms and not let the students carry them elsewhere.

Most of these guidelines are common sense ones, but they do need to be reviewed so everyone understands how the Library area is to be used. The CHS Library is a wonderful facility with much to offer to staff and students. With a little thought and planning, our students can achieve even more!