



# MHS LIBRARY MEDIA CENTER NEWSLETTER

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Media Specialist

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Fall 2015

Welcome back, everyone!

There have been a number of changes in the LMC since June:

\* All of our overdue notices will be delivered to individual library patrons' emails. These will be automated to go out every other week. We'll be saving paper and a ton of time on your part; thank you for helping to distribute notices in years past!

\* We have well over 400 ebooks available for the entire school to use. Most of the titles we have allow for unlimited access; any number of students can access the same ebook simultaneously. All books are accessible with an internet connection. Staff members will be getting individualized notices with login and password information.

\* As all of our students are mobile, I can push into your classroom if you feel it would be beneficial for me to visit rather than take students out of the classroom. I am also available to work with your class in the library so that they have full access to all of our in-library resources.

\* Additionally, there are no longer Chromeboxes in the library, allowing for a much more flexible setting for collaboration with Chromebooks.

Following, please find a review of all of our library policies.

Have a wonderful school year!

Sharon

[WWW.MHSLMC.WORDPRESS.COM](http://WWW.MHSLMC.WORDPRESS.COM)

# Scheduling a Class LMC Visit

Email, call, or see me in the LMC to schedule time in the library, for me to work with your class, and to collaborate with me!

## Visiting With Your Class

Please remember that you are responsible for your class and their behavior while in the LMC. You should stay with your class during their visit; the LMC staff is responsible for any independent student visitors, as well as your class, so it helps us greatly if you remain present. All LMC rules apply to your students while visiting.

Please keep in mind that it is the District's policy to keep the LMC free of food and drink. This policy affects both students and staff. If you need to keep a drink with you, we are happy to let you house it in our workroom until the end of the period but please refrain from drinking in the main room. Please remind your students of this rule before visiting with your class.

## Substitute Policy

Substitute teachers may not bring classes or send students to the LMC. When a teacher is absent, please inform your substitute that students should remain in the classroom. If your class has been scheduled to come in to work with me on a day that you are absent, please contact me as soon as possible.

# Independent Student Visits

Students visiting the LMC during study hall and lunch should report directly to the LMC at the beginning of the period and the library staff will mark their attendance with an "L." Students should be on time; late students will not be admitted and will be sent back to study hall.

Students visiting from lunch should report to the library first and get a "return" pass from the LMC staff. Only students with these passes should be allowed to leave the cafeteria to go to the library. Once students are admitted to the LMC, they are expected to stay there for the remainder of the period and will be dismissed with the bell.

If you send a student down during an academic class (non-study-hall), please write the student a pass.

## LMC Borrowing Policies

Students may borrow any number of items for a period of 2 weeks. They may renew each book twice.

Staff members may borrow any number of items for up to one month. These may be renewed unless there are significant requests made for the items.

All current periodicals must stay in the LMC.