



# MHS LIBRARY MEDIA CENTER

## SUBSTITUTE GUIDE

Mrs. Fox

Your Library  
Media Specialist

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Dear Substitute,

Following, please find a review of all of our library policies. If you have any questions, please don't hesitate to come to the library and ask!

Have a wonderful day!

Sharon Fox, Library Media Specialist

## 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.

Substitutes may not take materials out of the library.

## Food and Drink

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. The library workroom is for library staff only.

## 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.

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.