

# Our Services

01



## CHECKING OUT BOOKS

- Our library offers over 5,000 print materials.
- Most items can be checked out for a 2-week period.
- You may borrow 2 books at a time. If you need more, please see Mrs. Jordan for special arrangements.
- Return books to the "Book Return" located at the circulation desk.

02



## ACCESSING INFORMATION & USING TECHNOLOGY

- The library has 32 computers in the lab and several Chromebooks.
- Scheduled classes take precedent over walk-in patrons.
- Academic printing in black and white is free.
- Students may bring their own device. Please follow the guidelines of using your own personal computer.
- The library has wireless access. Please sign in as SCHA Guest.
- It is YOUR responsibility to use technology appropriately.

03



## PROJECTS

- A project room is available for students.
- This area has letter cut-outs, paper, scissors, markers, laminating, binding, posters, etc.
- We offer space to make a mess and get what you need to done!

04



## GENERAL POLICIES

- Let the librarian know why you are in the library.
- If you are taking a test, please let the librarian know.
- Your teacher should call or you should arrive with a library pass.
- This is a shared space. Please remember to not disturb others.
- Leave your workspace neat and tidy.

