Welcome!
Emmaus High School Library
Orientation
Ms. Bower

LIBRARIAN
...and more library staff

**Library Administrative Assistant:**

- Mrs. Hoppes

**Library Aides:**

- Mrs. Freeman, Mrs. Moser
- Mrs. Brunner and Mrs. Spadt
Regular library hours are from 7AM to 3 PM daily.

On T, W and R, the library is open until 6 PM!

(These hours begin Tues., Sept. 11)
*Four students per table

*NO eating allowed; you may enjoy your beverage, but it must be closed/covered when not consumed
   If you spill, you clean/pay for any damage!

*Quiet talking only, especially in the lounge area
LIBRARY PASS SYSTEM

(when you visit the library on your own, without your class)

Visit the library using:
--a study hall pass, once a day only (your agenda book) or a pre-signed pass (from a subject area teacher)
--Sign in/out and stamp in/out
--Return to study hall for dismissal
Check out all items at the circulation desk to avoid activating the security alarm when you leave.

You MUST have your student ID in order to check out library materials (2-day hold).

You may only check out items for yourself.
--Most books circulate for three weeks.
--Reserved materials circulate overnight (and must be returned directly to the library before homeroom the next day).
--Reference books do not circulate.

Fines for overdues: 5 cents/day (reg. items) $1.00/day (overnights)
The EPSD’s Acceptable Use Policy prohibits social e-mailing, games, blogs, non-educational videos, chat rooms, or forums. Phones cannot be used for calls or some photography (selfies no; academic work, yes!)

Classes are given first-use priority.

Please observe the colored “reserved” signs!

Computers:

50 HPs (yellow and blue zones) plus

30 chromebooks (cart) in the new presentation area
Transporting Work

Your work can be saved locally in your H drive.

Transport work to & from home using Google Docs besides your EPSD Gmail account.

No email.
The **biography** section spans the non-fiction wall.