



Welcome to Mundy's Mill High School Media Center

Media Specialist: Mr. Gabriel

Parapro/Secretary: Mrs. Sampson

Media Center Access

Hours: 8:30 a.m. – 4:30 p.m.



Students must have a Media Center pass from 9:00:a.m. to 4:00p.m.

MMHS
Name _____
Teacher _____
Check-out
Research

Student Passes

From Classroom:

- **Media Center or Hall Pass**
- Teacher's must e-mail us
- Limit 3 at a time
- Sign in at the Circulation Desk



Circulation of Materials

- May check out two regular books.
- Sign your name and write the barcode number of your book(s) on the check out form.
- Keep regular books for two weeks.
- May NOT check out magazines or equipment.



Overdue Materials

- Notices will be sent to students twice as needed for overdue books.
- Students will be charged for books that are lost or damaged.
- All charges must be paid in cash.
- Students who have overdue books or unpaid fines will not be allowed to check out.



Internet/Computer Use

- All students **must** have signed *Internet Agreement Form*.
- Internet is to be used for academic purposes only.
- Students who abuse the use of the Internet will be restricted from access.
- *Let the media staff know if you have to print*



Common Courtesy – Library Etiquette

- Be respectful of other people at all times.
- Remember, this is a library. The atmosphere is quiet and academic.
- Treat the library's materials with respect. These materials are for everyone to enjoy for many years, even after you've moved on.



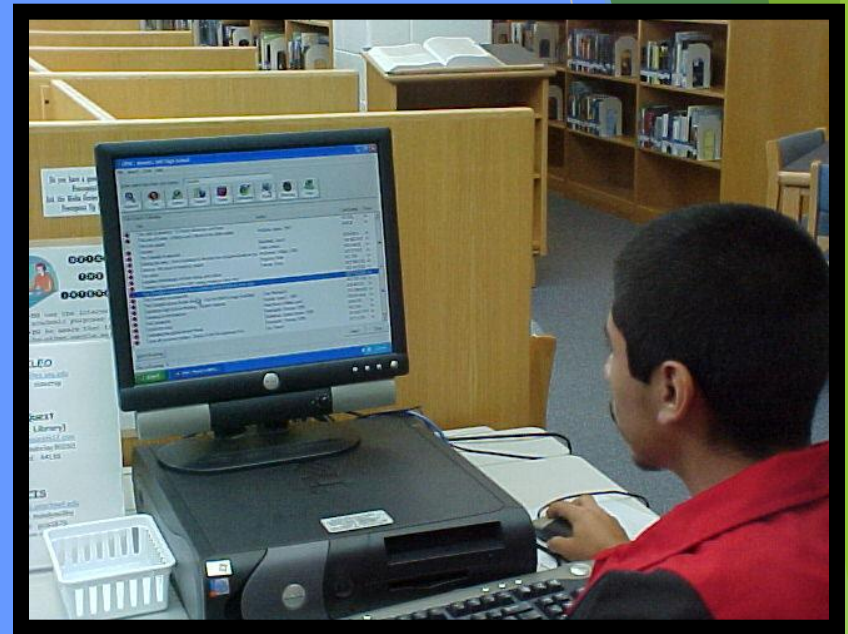
Entering the Media Center



- ▶ Bring a pass
- ▶ Sign in

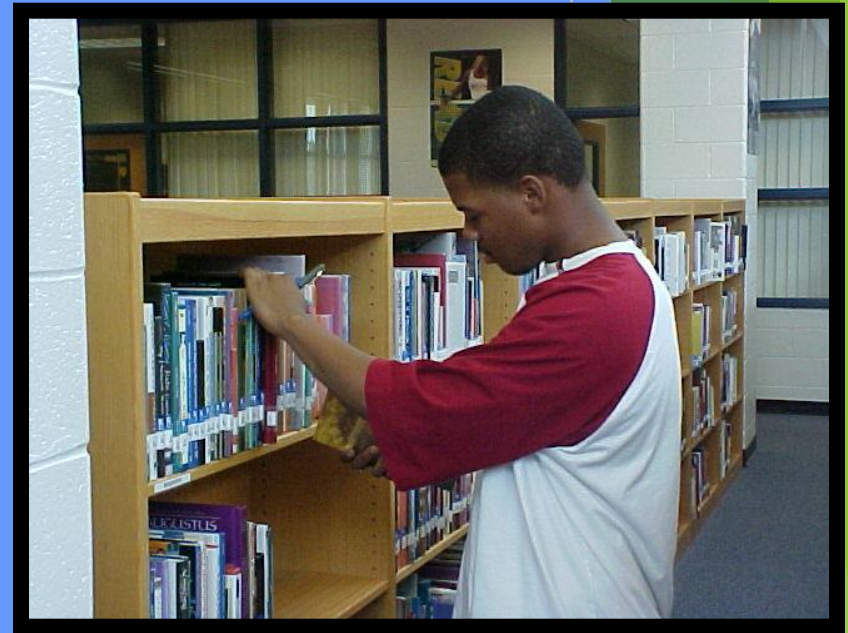
Finding what you want

- ▶ Find your book on Library Search
- ▶ Ask a media specialist if you need help



Finding what you want

- ▶ Locate the call number for the book
- ▶ Find the book on the shelves



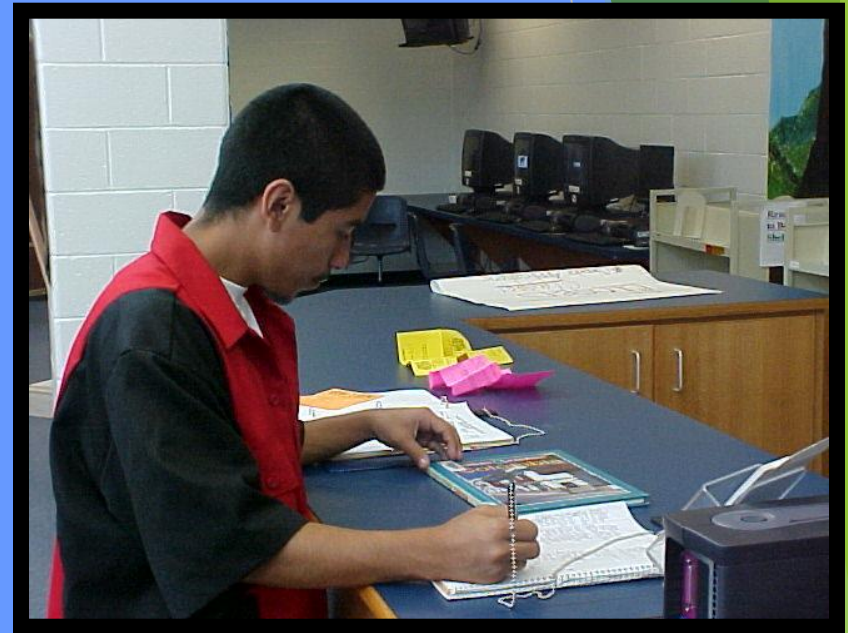
Checking Out



- ▶ Check out your book at the circulation desk
- ▶ You may check out up to 2 books at a time

Checking Out

- ▶ Sign the spiral notebook at the circulation desk
- ▶ Write the date, your name and the barcode number on the front of the book

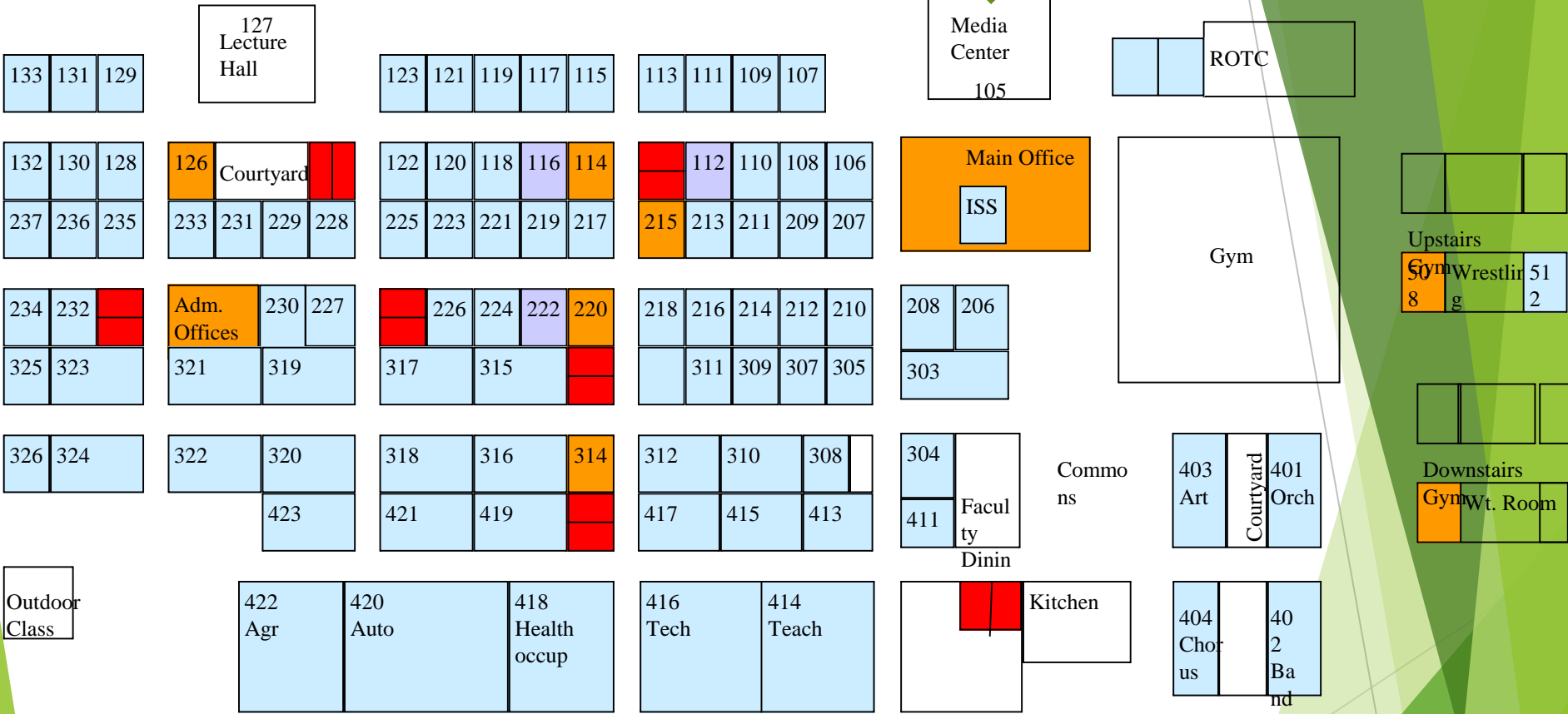


Returning Books



- ▶ Return your book on the due date.
- ▶ You may keep it for 2 weeks

Mundy's Mill High School



Resources

- ▶ **Citation Machine:** <http://citationmachine.net/>
- ▶ **Library Search:** Located on the computer.
 - ▶ Gives you access to all of the materials in the Mundy's Mill High School Media Center Catalog.
 - ▶ Go to: <https://clayton.follettdestiny.com>
 - ▶ click on Mundy's Mill High School
- ▶ **GALILEO:** www.galileo.usg.edu
 - ▶ No password needed unless you use it off campus.
 - ▶ Get password from media center.
- ▶ **MEDIA STAFF**
 - ▶ Go ask them for help.
- ▶ **Clayton County Public Library:** <http://claytonpl.org/>
- ▶ **Mundy's Mill High Website:** <http://311.clayton.k12.ga.us/>
- ▶ **Mundy's Mill High APP:**
 - ▶ [Google Play](#)
 - ▶ [App Store](#)

