

Welcome to Mundy's Mill High School Media Center

Media Staff
Mr. Gabriel & Mrs. Smith

Computer Tech
Mr. Phelps

Media Center Access

Hours: 7:45 a.m. – 3:45 p.m.



Students must have a Media Center
pass from 8:30a.m. to 3:05p.m.

MMHS
Name _____
Teacher _____
Check-out
Research

Student Passes

From Classroom:

- Media Center or Hall Pass
- Limit 3 at a time
- Leave pass at the Circulation Desk



Student Passes During Lunch

Students must:

- report directly to the Media Center after eating lunch.
- return to class at the end of your lunch period.



Absolutely **NO** eating or drinking in the Media Center.

Circulation of Materials

- May check out two regular books.
- Keep regular books for two weeks.
- May NOT check out magazines.
- E-books are on Destiny Discovery



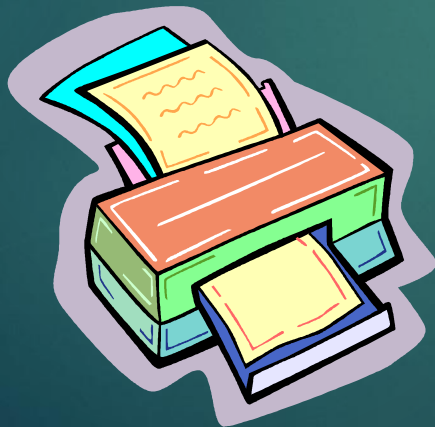
Overdue Materials

- Notices will be sent to students twice monthly or 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 additional materials and will not be allowed to get lunch passes.



Printing Services

- Please let us know if you plan to print.
- \$.10 per page \$.25 color



Internet

- All students **must** have signed *Internet Agreement Form*. (should have e-signature after reading Student/Parent Handbook)
- Internet is to be used for academic purposes only.
- Students who abuse the use of the Internet will be restricted from access.





Chromebooks

- If you are having Chromebook issues have a teacher send in a work order or come see the tech
- You may not borrow a Chromebook if you forgot it, lost it, or it got stolen.
- If you do not have your Chromebook you must still work in the class. Do not come to the media center.

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 even better than you would your own belongings. These materials are for everyone to enjoy for many years, even after you've moved on.

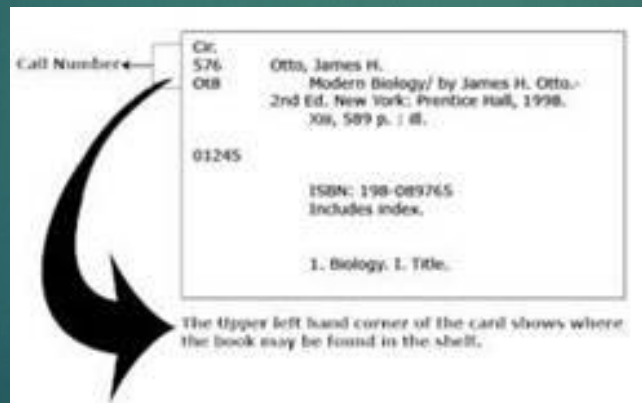


Resources

- ▶ **MMHS Media Center website**
- ▶ **Big 6 Research**
- ▶ **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: <http://destiny.clayton.k12.ga.us>
 - ▶ 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.



Dewey Decimal Classification System



Dewey Decimal Classification System

000-099 – Computers, Information & General Works

100-199 – Philosophy & Psychology

200-299 – Religion

300-399 – Social Sciences

400-499 – Language

500-599 – Science

600-699 – Technology

700-799 – Arts & Recreation

800-899 – Literature

900-999 – History & Geography



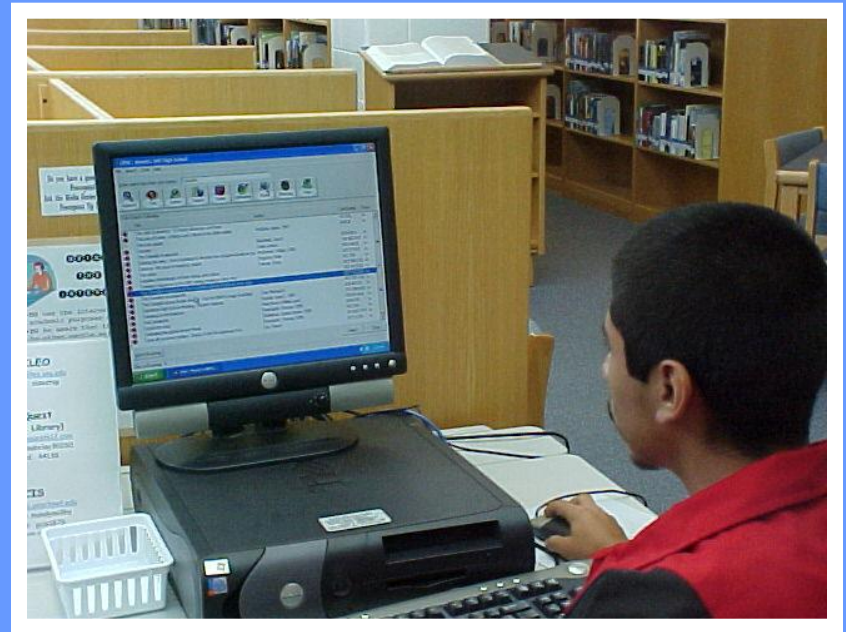
Entering the Media Center



- ▶ Bring a pass
- ▶ Sign in

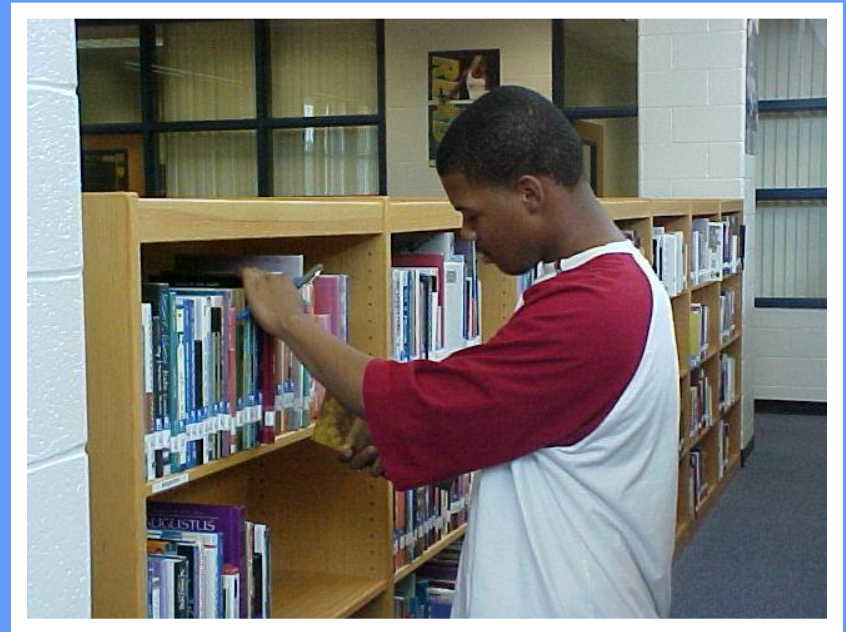
Finding what you want

- ▶ 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

Returning Books



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





Bus Loading