

Library Cheat Sheet : quick information

Librarians: Phone extension: 6341

Head Librarian: Joy Davenport (Head Librarian) jdavenport@asd20.org xt 6416

Nicolette Milliron (Assistant Librarian, facing the door) nmilliron@asd20.org

Brenda St. Marie (Secondary Librarian + cataloging) bstmarie@asd20.org

Hours: Mon-Fri.: 7:15-3:30 (with some exceptions). We will send out an email with specific closures or if we are requesting limited-use.

Checkout: 2 weeks for students, longer for staff. Renewals are available unless the item is on hold, just let us know. We have DVD players for your use as well.

Book Return: There is a drop box near the secondary security office and one inside the main doors of the library

Overdue Notices: Notices are run approximately every 2 weeks. Notices are placed in flex teacher's mailboxes. Please be sure to get these to students asap. This is our only guaranteed way to communicate with students. If you receive a notice for a student who is no longer on your flex roster, please let the librarians know (just write a note on it and put it in the library box in the high school).

Passes:

- **High School**
 - use **green** pass, 2 students from your class at a time. If you need to send more, call ahead.
 - Flex: students must come to the library BEFORE flex and get an **orange** flex pass.
- **Junior High**
 - use **teal** pass, 2 students from your class at a time. If you need to send more, call ahead.
 - Flex: please do not send students to hang out in the library during flex. They may come with a pass to check out/return books- 5-minute limit. If you have a student begging from desperation, please call.

COW (computer on wheels)/ Computer Lab use: Request using the library links on the TCA website. Log in to the staff portal and use "library resources". These can also be accessed through the staff side of the intranet. When requesting COWs, you will see calendars for 3 different COWs. There is only one calendar for the library computer lab. After you make your request, you will receive a confirmation email that your request has been received. Nicolette will let you know if your dates do not work. A reminder email will be sent the Friday prior to your reservation.

Rooms in the library: We have study rooms available for individual or small groups of students or staff to use. These can be reserved ahead of time, or you can chance it and just send a kid (with a test... needs to study... etc.). Email or call to reserve. **Titan A is no longer available.**

Book suggestions? Let us know! Ideas for classroom activities? We might be able to help with that. Want a cart of books for your class to do research? Yep. That too. We're here to help in whatever way we can.