



# Manteno High School Library

Dedicated to providing the reading and resource needs for all students and staff.

## STAFF RESOURCES

→ USE THE “BACK ARROW” TO RETURN TO THE LIBRARY PAGE

**BOOKS:** The library has resources for all your curriculum needs including the Scholastic Reading Counts Program. If your students are working on a special project, subject-related books may be checked out on a cart for use in your classroom.

**COMPUTER SERVICES:** Teachers can reserve the library computers for class projects or Internet use. Please fill out an assignment survey so that resources requested will be ready for your class.

**DATABASES:** The library has several databases to assist you and your students with all their research needs. See the librarian for passwords and/or to arrange a demonstration.

**EQUIPMENT:** Stop by the circulation desk to reserve equipment. How-to demonstrations available upon request.

TV/VCR/DVD setups

LCD projectors

Portable screens

Scanner

Digital Cameras

**LAMINATOR:** Drop off your materials in the library with your name on them. Laminating will be done every morning and should be ready for pick-up after lunch.

**MAGAZINES:** The library has the latest issues of many popular titles for you to read in the library. Back issues are available for class projects.

**NEWSPAPERS:** Current editions of the *Chicago Tribune*, *Daily Journal*, and *Manteno News* are available for use in the library. Back issues are available for classroom projects.

### PASSES:

- ◆ Students may come to the library anytime between the hours of 7:30 a.m. - 3:20 p.m. if they have a signed pass or agenda book from their teacher.
- ◆ Teachers may send ONLY TWO STUDENTS PER PERIOD to the library. Homeroom is a very busy time in the library so this procedure will be strictly enforced. English teachers may send more than two students to checkout or return books only **BUT PLEASE STAGGER THE DEPARTURE TIME ON THEIR PASSES SO THEY DON'T ALL ARRIVE AT ONCE.** Classroom visits for large quantities of book checkout are the preferred procedure.
- ◆ Classes using the library have first priority for the use of the computers and table space.
- ◆ If there is not enough room to accommodate a student on a pass, they will be returned to class.
- ◆ If you need to send a group of students on a pass, please call the library or make arrangements ahead of time.
- ◆ **SUBSTITUTE TEACHERS MAY NOT WRITE PASSES.**

**VIDEOS:** United Streaming is an excellent resource for video clips. Stop by the library for log-in information.

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