HHS LIBRARY MEDIA CENTER

RULES & PROCEDURES

Library Hours: 8:00am-3:00pm (Monday-Friday)

Phone Number: 516-434-4240

Librarian: Mrs. Jean Reilly

Senior Library Clerk: Ms. Patricia Varner

Library Aide II: Mr. Todd Jackson

The Library Media Center is available for all for STUDY, RESEARCH, leisure reading, computer use, and multi-media instruction.

How To Check-in To Library

* Show Your Schedule (to verify you have a free period.)
	+ The **3 ways to have access to the Library** are as follows: (1) ***FREE PERIOD*** (2) ***OFFICAL PASS*** FROM YOUR CLASSROOM TEACHER TO COMPLETE AN ASSIGNMENT (3) ***LUNCH PERIOD***.
* Computers Use can be requested at this time also.
	+ **Computers are available for writing and research projects**. Playing GAMES on the computers and CHAT ROOMS is a VIOLATION of the COMPUTER USE-STUDENT AGREEMENT YOU SIGNED. Your computer privileges will be REVOKED if this rule is continuously violated.

You are expected to follow some simple guidelines while in the library.

* This Library is a **NO CELL PHONE ZONE**. Please turn your phones to silent and put away completely.
* **EATING & DRINKING must be done IN THE CAFETERIA ONLY.** Food and Drinks will be confiscated if found in the Library and you MAY BE ASKED TO LEAVE.
* **PLEASE SPEAK IN A LOW VOICE** when in the Library. Other people have the right to use the Library and need a quiet atmosphere in which they can work.
* **KEEP YOUR AREA CLEAN**. Put Textbooks and/or books in the BOOK DROP which is by the Circulation Desk for your convenience. Please TUCK IN YOUR CHAIR at the end of EACH PERIOD. Your consideration is deeply appreciated.
* There are to be Only **4 STUDENTS PER TABLE**.
* All Students are to be **RESPECTFUL** AND **COURTEOUS** to EACH OTHER and to ALL STAFF in the Library. We are here to HELP YOU. ANY STUDENT causing a disruption in the Library Media Center MAY BE asked to leave.