Guidelines for effective use of the MS Library

The MS Library is a shared resource center. Its main purpose is to provide a safe, supportive, welcoming, and positive place for students to socialize, study, research, read, relax, and access information. To help maintain that purpose and make sure the library is available and useful to everyone, please abide by these guidelines.

- An adult must be in the library when open to ensure students also follow the guidelines
- All MS adults have key access to the library
- Adults may open the library for short periods so students can checkout material for themselves
- Please enjoy food and drink outside the library
- Only one person per chair (more tends to break them!)
- Tech use in the library:
  - Students can use the five iMac computers
  - Students can use Macbooks, but not Chromebooks
    - Macbooks need to be used at a table
    - An adult must distribute Macbooks
    - Use the four Macbooks from the library office first
    - If more are needed, an adult must unlock the cart
    - The cart must be re-locked by an adult after all computers are returned
  - Tech should not be taken upstairs to the loft
- Using the loft:
  - Students must check with the adult supervising the space before going up stairs
  - Generally, only one student in the loft at a time
  - Electronics should not be taken to the loft
  - Loft is closed after school
- Class, small group, and individual student library use during class time:
  - Whole classes may be brought to the library if scheduled in advance
  - Small groups or individuals are generally welcome to use the library (e.g. for recording, quiet work space, unproctored test-taking, etc.), unless it is otherwise scheduled
  - Teachers should communicate with library staff if groups or individuals need to use the library during class time
- Because it is a shared resource, meetings held in the library are not exclusive or private
- If a more private space is required for students or adults, the library office may be available by appointment
- If you need to use the projector, you will need a brief bit of training
- After using the space, please make sure it is ready for the next person/group by:
  - Moving furniture and bookcases back into their original locations (location map posted on library office window)
  - Doing a walk-through and tidying up as needed
  - Raising the screen, opening shades, and coiling the projector cable
  - Return any books used to the white returns basket
  - Return any office supplies used to the office supply return bin