**Magee Library Procedures**

**STUDENT VERSION**

**~\* Library Opening on MONDAY, SEPTEMBER 6th ~\***

**“HISTORY HAS ITS EYES ON YOU” #Hamilibrary**

**I. Checking Out/In & Visiting the Library**

1. Unless given *express* permission from **MISS BUTLER - NO STUDENTS** should be behind the counter on the tile at ***ANY TIME***.
2. Masks **WILL BE WORN AT ALL TIMES** in the library, physical distancing will be followed, and sanitizer is available for all who visit.
3. **ALL STUDENTS MUST HAVE THEIR IDs TO CHECK OUT. *This is not negotiable.*** If you have a library fine, you will not be able to check out until the fine is paid.

1. The library runs on the ***RULE OF TWO*** – **2 books can be checked out for 2 weeks / 2 Books for 2 Weeks**. You can renew a book **ONE** time. The **RESOURCE** section and the **RED SCHOLASTIC TUBS** are not for student checkout. Books taken off the shelf that you do not want will go on carts located on the library floor to be reshelved later.
2. You can return books to the **BOOK DEPOSITORY** where the carpet starts in the lobby. There will be an “X” on the floor marking where to drop books through the slot.
3. Please remember to use your **Library Voice – between a Level 0 – 2** (silence, whisper, and quiet talking). Be courteous to your fellow students as they visit, study, and learn.
4. You may keep your backpack **ON YOUR PERSON,** or you can **PLACE THEM ON THE FLOOR** in the lobby. Please look on the wall for signs that tell you where to put your backpacks.
5. You can return books in the morning from **7:30 am until the bell rings**, **when your class is visiting the library, or during OPEN LUNCH**. Do **NOT** ask a teacher for a pass during class time to go to the library because you need to return a book. **YOU ARE RESPONSIBLE FOR YOUR DUE DATES.**

**II. Online Offerings & Website**

1. The official LIBRARY WEBSITE is: [**thesinginglibrarianatmagee.weebly.com**](file:///C:\Users\403854\Downloads\thesinginglibrarianatmagee.weebly.com). Expect the following posts – but things will evolve as the year goes on:

***Hamilton Themed Activities***

***Book Recommendations***

***Research Tips and Tricks***

***Handwriting***

***Technology Tips and more…***

\*Many posts will be on the **LIBRARY INSTAGRAM**: **@mageemiddleschoollibrary** and supplement materials will be posted on the website to go along with the videos.

**III. Open Lunch**

1. Starting on **September 6th** (*MONDAY*), the library will be **OPEN** for **OPEN LUNCH**.

Doors will **OPEN** at **11:20 am to 11:40 am for LUNCH A and 12:30 pm to 12:50 pm for LUNCH B.** If the library door is **NOT** open, please wait outside the door for me. If **Open Lunch** is cancelled for a day, there will be an announcement made and a sign on the door. Please choose to go back to the cafeteria or outside to the field. Do **NOT** stay in the breezeway. Please eat lunch before you come to the library. ***There are no food or drinks allowed in the library.*** Please tell a monitor you are going to the library before leaving the cafeteria.

1. You **MUST** have a mask on. You **MUST** get hand sanitizer before searching the shelves.

You **MUST** have your I.D. with you. I will be scanning your I.D. to keep track of who is in the library.

1. Please come to the front of the counter to check in. **ONLY** the first 25 students will be allowed to stay.
2. There is **NO Open Lunch** on Wednesday’s as it’s a short day.
3. \*\*\*There will be signs around the library describing the **many interactive sections** related to our theme, how to navigate the shelves, **do’s and don’ts** and more. The privilege of being able to use your phone in the library will be taken away if you are disrupting others or being inappropriate. Abusing the activities that are available to you will make privileges disappear and the library will go back to **NO CELL PHONES**. All activities done on or with technology will be monitored by me (Miss Butler).

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Description automatically generated with medium confidence*~* ***LOOK AROUD, LOOK AROUND AT HOW LUCKY WE ARE TO BE ALIVE RIGHT NOW***… Believe this lyric from Hamilton. You are alive in an amazing time with so much to be part of. ***DON’T THROW AWAY YOUR SHO*T** to be part of history because***HISTORY HAS ITS EYES ON YOU****.* Ask questions. Make discoveries*.* Be ***YOUNG SCRAPPY AND HUNGRY****.* ***THERE’S A MILLION THINGS YOU HAVEN’T DONE, BUT JUST YOU WAIT***… This is your time. Let’s go Roadrunners! ~