

LIBRARY INFO

Welcome to the Cordova High Library!

Librarians:

Mrs. Cooley & Mrs. Jones

HOURS

- 7:00 AM – 2:45 PM - Monday – Thursday
 - Don't wait until 2:30 to start work!
- 7:00 AM – 2:30 PM - Friday
- Must have a LIBRARY PASS from your teacher to come to the library at ANY TIME during the school day – including lunch!
- 15 minute rule should be observed!

Checking Out & Returning Materials

- Books can be checked out at any counter.
- 2 Books may be checked out at a time.
- Place books you are returning in the Book Drop at the front counter (to your left as you enter).
- Materials cannot be checked out if you owe a library fine.
- Notices for overdue books and fines owed will be sent through your English teacher.

Checking Out Materials

■ General Circulation Books

- 2 week check out
- 10 cents / day late fine

■ Reference

- Some overnight; some not at all
 - Yellow reference stickers only— Overnight checkout
 - Blue green stickers – Cannot be checked out
- 25 cents / day late fine

Materials Available for Research

- General Circulation Books
- Reference Books
- Magazines
- Newspapers
- Computers / Internet
- Databases (Tennessee Electronic Library and more!)

Internet Use

- Parent/guardian must have given you Internet permission when completing online registration.
- Students should only use the Internet for school assignments.
- Check in with a librarian before using a computer!

Printing & Photocopies

- Printing from a computer:
 - Black and white
 - 10 cents per page
- Photocopies
 - Black and white
 - Ask a librarian to make copies for you
 - 20 cents per page
 - Often, 2 facing pages in a book will fit on one photocopy

User Names & Passwords

- Some of the online resources available on our library web site require User Names & Passwords; some don't.

User Names & Passwords

Online Resource	User Name	Password
Britannica School	shelby	county
Gale's Databases (TEL)	none required	elvis
World Almanac	shelbycty-2 nd	digital
CHS E-Books & Digital Audiobooks (located under Catalogs tab)	library	library

CHS LMC Website

- Visit the CHS LMC website to see what's available to help you with your studies!

<http://cordovalibrary.weebly.com>