

Dunwoody READS!

*Reading for
Excellence*

Achievement

Development

and *Success!*

Check out the display stands for new books and special interest displays. This is a favorite spot for students to gather and choose a book to read. Students make suggestions about books they have enjoyed reading to other students. We invite you to join this elite group of students as you make reading a priority while attending DHS.



Mr. Tom Bass, Principal
Dunwoody High School
5035 Vermack Road
Dunwoody, GA 30338

<http://www.dunwoodyhs.dekalb.k12.ga.us/media-center.aspx>

Main office: (678) 874-8502
Attendance: (678) 874-8511
Media Center: (678)-874-8534

Your Teacher-Librarian is ready to assist you with your research needs.

STUDENT HANDBOOK

DUNWOODY HIGH SCHOOL
LIBRARY MEDIA CENTER



DeKalb School of Excellence
2001-2002

Georgia School of Excellence
1986 & 1990

Welcome to your Library Media Center, Wildcats! This booklet has been designed to acquaint you with the services of your Library Media Center, as well as with the guidelines governing the usage of the materials, print/non-print.

Ms. S. Hawk Teacher-Librarian
Mrs. T. Nwoji Library Media Assistant

Your Library Media Center contains over 16,000 books and audio-visual materials, multi-media computer workstations with presentation software, scanners, and digital video editing equipment. The Internet and online resource databases are available for research.

HOURS OF OPERATION:

Mon., Tues., Thurs., Fri.: 7:45 a.m. – 3:45 p.m.
Wed.: 7:45 a.m. – 3:20 p.m.
Hours are subject to change.

CHECKING OUT BOOKS:

In order to check out books, students should present their school photo ID. Up to five items may be checked out at a time. Limits may be placed on Reference/Reserve materials as needed.

CIRCULATION/LOAN PERIODS:

General Collection: Two weeks
Reference/Reserve/Magazines: Overnight
(Items must be returned by the first bell the following school day)

FINES:

All fines should be cleared before the end of each semester.

General Collection: 10¢ per school day (not to exceed \$3 per item per semester)
Reference/Reserve/Magazines: 25¢ per hour
Lost Materials: Replacement price, plus a \$1 non-refundable processing fee.

PASSES:

Passes are required during the school day, but not before and after school or during lunch break. When entering the Library Media Center at any time during the school day, please sign in and leave pass in the basket located at the desk or present signed agenda to the Library Media Specialist.

SERVICES FOR STUDENTS:

Computers are available for student use. **Word processing** programs and presentation programs are available for use in the Library Media Center. **Printing** costs 10¢ per page. **Color printing** costs 50¢ per page. **NOTE:** as of August 2021, the color printer is broken & must be replaced. Color printing is unavailable at this time.

eBooks are available through the Destiny library catalog and through the Sora eBook app. See the DHS Media Center webpage for more information on accessing eBooks.

Databases for research are also available through the DHS Media Center webpage. Passwords for the databases are available from the Library Media Center or through the DHS Library Media Center Team in O365 Teams.

Magazines/Newspapers are available in the Library Media Center.

Video Editing Equipment is available for student productions. Students must make an appointment to use this equipment.

STUDENT RESPONSIBILITIES:

Students are expected
...to be orderly and quiet
...to follow Library Media Center policies
...to work individually
...to present a pass signed by the teacher
...to remain in the chair until the bell rings (not standing at the door before the bell rings)
...to push chairs in to the table before leaving

LIBRARYTRAC SIGN-IN:

Upon entering the Library Media Center, all students must sign-in via LibraryTrac. There are two sign-in laptops at the entry to the LMC or students may use their phone or Chromebook to sign-in via the LibraryTrac link on the DHS Media Center webpage.

FOOD:

Students may not have food or drinks in the Library Media Center at any time. This includes bottled water and candy.

INTERNET:

In accordance with DeKalb County's **Internet Acceptable Use Agreement** (IAUA), all students wishing to use the Internet must read the terms and conditions of the IAUA along with parents. This agreement is located in the Code of Conduct that all students receive at the beginning of the school year. **Please note:** The Internet is to be used solely for **school-related purposes**. Students may access their **Office 365** student email accounts for instructional purposes. Students may not access Facebook or other social media nor play non-instructional games using school computers. Students must ask permission before using the computers and must sign-in.

