

## Dunwoody READS!

*Read*

*Enjoy*

*And*

*Discover*

*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/mediacenter.aspx>

Main office: (678) 874-8502  
Attendance: (678) 874-8511  
Library Learning Commons:  
(678)-874-8534

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

## STUDENT HANDBOOK

DUNWOODY HIGH SCHOOL  
LIBRARY LEARNING COMMONS



DeKalb School of Excellence  
2001-2002

Georgia School of Excellence  
1986 & 1990

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

Ms. S. Hawk      Teacher-Librarian  
Mrs. A. Lee      Library Media Assistant

Your Library Learning Commons contains more than 20,000 books, eBooks, and audiovisual materials. Our subscription research databases provide access to up-to-date information.

#### **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:                                      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: 25¢ per hour  
Lost Materials: Replacement price, plus a \$1 non-refundable processing fee.

#### **SERVICES FOR STUDENTS:**

**Computers** are available for student use. **Word processing** programs and presentation programs are available for use in the Library Learning Commons. **Printing** costs 10¢ per page. The printer is called “Black & White \$0.10 per page.” **Color printing** costs 50¢ per page. The printer is called “Color – Librarian Use Only.” Students must see library staff before printing in color.

**eBooks** are available through the Destiny library catalog and through the Sora eBook app. See the DHS Library Learning Commons webpage for more information on accessing eBooks.

**Databases** for research are available through the DHS Library Learning Commons webpage. Passwords for the databases are available from the Library Learning Commons or through the DHS Library Learning Commons Team in O365 Teams.

**Magazines/Newspapers** are available in the Library Learning Commons.

**Puzzles & Games:** The Library Learning Commons has a selection of board games & cards, as well as jigsaw puzzles, coloring pages, and more. Students may come before or after school or during their lunch to take a brain break!



#### **STUDENT RESPONSIBILITIES:**

Students are expected  
...to be orderly and quiet  
...to follow Library Learning Commons 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

#### **PASSES:**

Passes are required during the school day, but not before and after school or during lunch break. When entering the Library Learning Commons 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.

#### **LIBRARYTRAC SIGN-IN:**

Upon entering the Library Learning Commons, 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 Learning Commons webpage.

#### **FOOD:**

Students may not have food or drinks in the Library Learning Commons at any time. Exception: **water** in sealable bottles/containers only.

#### **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 must ask permission before using the computers and must sign-in.