

The Hub

DHS Library Learning Commons FAQ:

1. **How do I print?**

For black and white copies, select the “black & white 10 cents/page” printer. It may also say, “LaserJet 4050.”

For color, you must see Ms. Hawk, Mrs. Lee or one of the parent volunteers. **DO NOT CLICK “PRINT” before you have permission.**

2. **How much does it cost to print?**

Black and white copies: \$.10 per page.

Color copies: \$.50 per page depending on the usage of ink. **You must see Ms. Hawk, Mrs. Lee, or a parent volunteer before you print.**

3. **Can I make copies?**

Yes, **see Ms. Hawk or Mrs. Lee** (\$.10 per black & white copy, \$.50 per color copy).

4. **What if I cannot log on?**

Your account may be locked. Proceed to the circulation desk and ask **Ms. Hawk or Mrs. Lee** for your login to be reset.

5. **How do I look for a book in the library?**

Go to the Dunwoody High School webpage, go to “Quick Links”, click **The Hub: Library Learning Commons (Media Center)**, and click **Access: Follett Destiny** and search.

6. **What if the book I am looking for is not available?**

A book may be placed on hold. Once it is in, you will receive a notification from one of your teachers.

7. **How many books may I check out & how long may I keep them?**

You may check out up to five (5) books at a time for two weeks. Overdue fines are \$0.10 per school day. If you need to keep a book for longer than two weeks, you may bring it to the library on or before the due date to renew it for an additional two weeks.

8. **I have a fine; can I still check out?**

No, if you have an overdue book or any fines, including printing fees, then you will not be able to check out any books until all fines & fees are paid.

9. **What do I do if I lose my library book?**

You must pay the full replacement price of the book, plus a \$1.00 non-refundable processing fee. Please see **Ms. Hawk**.

10. **May I check out a reference book?**

Yes, reference books may be checked out after school for **overnight** use. They must be returned by 8:05 the **next school day**. Overdue fines are **\$0.25 per hour**. Reference books may not be renewed.

****REMINDERS****

1. **No eating or drinking in the library except water in a sealable container. You must place all drinks and food on the plastic tray upon arrival.**
2. **Computers are NOT meant for browsing, playing games, or checking your personal email or social media. Computers are to be used for school assignments ONLY (including filling out college applications, registering or studying for the SAT/ACT, etc.).**