

US Library Procedures

1. Search our library catalog on our website. (Kingsmen.org / Academics/ Library Resources/ CHS Library Catalog.) Students may also request books on a certain topic if they are having a difficult time navigating the catalog, but they need to be as specific as possible.
2. Once you have located a book which you wish to check-out, record the title and call number and send me an email requesting the book at Lmack@kingsmen.org. I will deliver it at the beginning of your first period class as soon as possible. Please note that I only work Monday – Wednesday and it may be a while before I deliver it, so plan accordingly!
3. If a student would like to visit the upper school library for research, Tuesdays are the only day to find me at my desk in the upper school library space. (Mondays and Wednesdays are full of library classes in the lower school, so I am seldom at my desk on those days.) Also, this is a shared space with Mrs. Marshall's 5th Grade class so PLEASE BE QUIET! Access to the library is at the door near the elevator. Email me ahead of time and I will make every effort to arrange a meeting to assist with research.
4. Students may return books to the upper school library and place them in the book return basket near my front desk. These books will quarantine for a week before they are shelved for recirculation.
5. Keep reading and learning!