



Manteno High School Library

Dedicated to providing the reading and resource needs for all students and staff.

STAFF RESOURCES

→ USE THE “BACK ARROW” TO RETURN TO THE LIBRARY PAGE

BOOKS: The library has resources for all your curriculum needs including the Scholastic Reading Counts Program. If your students are working on a special project, subject-related books may be checked out on a cart for use in your classroom.

COMPUTER SERVICES: Teachers can reserve the library computers for class projects or Internet use. Please fill out an assignment survey so that resources requested will be ready for your class.

DATABASES: The library has several databases to assist you and your students with all their research needs. See the librarian for passwords and/or to arrange a demonstration.

EQUIPMENT: Stop by the circulation desk to reserve equipment. How-to demonstrations available upon request.

TV/VCR/DVD setups

LCD projectors

Overhead projectors

Portable screens

Scanner

Digital Cameras

LAMINATOR: Drop off your materials in the library with your name on them. Laminating will be done every Thursday and should be ready for pick-up Thursday afternoon.

MAGAZINES: The library has the latest issues of many popular titles for you to read in the library. Back issues are available for class projects.

NEWSPAPERS: Current editions of the *Chicago Tribune*, *Daily Journal*, *Manteno News* and *Wall Street Journal* are available for use in the library. Back issues are available for classroom projects.

PASSES:

- ◆ Students may come to the library anytime between the hours of 7:30 a.m. - 3:20 p.m. if they have a signed pass or agenda book from their teacher.
- ◆ Teachers may send ONLY TWO STUDENTS PER PERIOD to the library. Homeroom is a very busy time in the library so this procedure will be strictly enforced. English teachers may send more than two students to checkout or return books only **BUT PLEASE STAGGER THE DEPARTURE TIME ON THEIR PASSES SO THEY DON'T ALL ARRIVE AT ONCE.** Classroom visits for large quantities of book checkout are the preferred procedure.
- ◆ Classes using the library have first priority for the use of the computers and table space.
- ◆ If there is not enough room to accommodate a student on a pass, they will be returned to class.
- ◆ If you need to send a group of students on a pass, please call the library or make arrangements ahead of time.
- ◆ **SUBSTITUTE TEACHERS MAY NOT WRITE PASSES.**

VIDEOS: Approximately 450 VHS tapes and/or DVDs are available for your classroom use. To view the title list online, click the "files" tab at the top of this page to view downloadable files. See the Librarian for video sign-out.

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