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Welcome to PJHS for the 2023-24 school year! Your library staff is looking forward to working with you. Here is a “menu” of our services, resources, policies and procedures. If you have any questions or need help, always ask! If we don’t have answers, we can find out.

Media Center Hours

For Teachers

- The library is open and a staff member is available to help you from 7:00 am to 3:45 pm each school day.

For Students

- Students will have an opportunity to visit the library and check out books with their ELA class every 2 weeks.
- During the school day, individuals with a pass from their teacher may visit to work on assignments, read or check out books. (Teachers, please send no more than 2 at a time unless you have made arrangements with library staff).
- Please remember that students will need a **pass and a purpose** to be in the library. Students who are distracting others and keeping them from getting work done will be sent back to class. We maintain an atmosphere conducive to reading, studying and thinking in our library. It is not a “hangout” for visiting with friends.
- A limited number of morning passes are available for students who would like to read or work quietly from 7:15 to 7:45. If you would like one of these passes, please see Mrs. Perdue or Mrs. Greene **in advance**.

Facilities and Resources

Our Spaces:

- There are tables and chairs to accommodate full classes or several small groups. We also have comfortable “soft” seating for relaxing and reading.
- The A/V or “Recording” room has acoustic foam tiles on the walls and a glass door so students may use it to make recordings (Flipgrids, Podcasts, etc) for assignments. Up to 3 students at a time may use that space. It is a quiet-ish place to work on projects that include sound recording, but it is not soundproof. (We need to remind kids of that from time to time.)
- Behind the large book room is a workroom where teachers may use the paper cutter, electric hole punch and various other equipment. There’s also a small table and chairs if you need a “hideout” for a little while to eat your lunch or take a break.

Resources:

- Our general print collection
- Class set novels
- Professional collection
- DVDs
- Digital Resources

Services**Library Store:**

We sell a variety of snacks, earbuds and stickers as a library fundraiser. Our “store” is open from 8:15 to 10:30 a.m. and 1:00 to 2:30 p.m. Our snacks and hours meet federal criteria for snack sales in schools.

Teachers, obviously it is up to you whether students may visit the store and bring a snack back to your classroom. With our shorter transition times this year, they will not be able to stop by between classes so please consider allowing 1-2 at a time to buy snacks if they have finished their classwork.

Copying, Printing and Laminating**Copying:**

- Copiers are available for teacher use in the front office (mailbox room), 8th grade hall and library book rooms. If you notice that a copier needs service or toner, please let us know and we’ll take care of it.
- Copy service is also available in the library. If you would like us to make copies for you, originals and instructions can be dropped off at the circulation desk.

Printing:

If you would like something printed, please email the files to Mary and/or Kristal and let us know size, quantity and whether or not you would like it laminated.

- Color Prints- on regular paper or card stock
- Color Posters (from PDF files) up to 36” wide (Most of our posters are 24” wide for laminating)

Laminating:

- Unless you have a laminating emergency and no one is around to help, we would prefer to do the laminating for you. Please drop off items (up to 25” wide) and we’ll take care of the rest!

Reminder: You are responsible for complying with copyright laws. If you have questions about whether or not your print or copy job complies, please ask and we’ll help you evaluate it.

