Welcome to the Cordova High Library!

Librarians:
Mrs. Cooley & Mrs. Jones
HOURS

- 7:00 AM – 2:45 PM - Monday – Thursday
  - Don’t wait until 2:30 to start work!
- 7:00 AM – 2:30 PM - Friday
- Must have a LIBRARY PASS from your teacher to come to the library at ANY TIME during the school day – including lunch!
- 15 minute rule should be observed!
Checking Out & Returning Materials

- Books can be checked out at any counter.
- 2 Books may be checked out at a time.
- Place books you are returning in the Book Drop at the front counter (to your left as you enter).
- Materials cannot be checked out if you owe a library fine.
- Notices for overdue books and fines owed will be sent through your English teacher.
Checking Out Materials

- **General Circulation Books**
  - 2 week check out
  - 10 cents / day late fine

- **Reference**
  - Some overnight; some not at all
    - Yellow reference stickers only—Overnight checkout
    - Blue green stickers – Cannot be checked out
  - 25 cents / day late fine
Materials Available for Research

- General Circulation Books
- Reference Books
- Magazines
- Newspapers
- Computers / Internet
- Databases (Tennessee Electronic Library and more!)
Internet Use

- Parent/guardian must have given you Internet permission when completing online registration.
- Students should only use the Internet for school assignments.
- Check in with a librarian before using a computer!
Printing & Photocopies

- Printing from a computer:
  - Black and white
  - 10 cents per page

- Photocopies
  - Black and white
  - Ask a librarian to make copies for you
  - 20 cents per page
  - Often, 2 facing pages in a book will fit on one photocopy
Some of the online resources available on our library web site require User Names & Passwords; some don’t.
## User Names & Passwords

<table>
<thead>
<tr>
<th>Online Resource</th>
<th>User Name</th>
<th>Password</th>
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</thead>
<tbody>
<tr>
<td>Britannica School</td>
<td>shelby</td>
<td>county</td>
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<tr>
<td>Gale’s Databases (TEL)</td>
<td>none required</td>
<td>elvis</td>
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<tr>
<td>World Almanac</td>
<td>shelbycty-2\textsuperscript{nd}</td>
<td>digital</td>
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<tr>
<td>Learning Express Library</td>
<td>Create your own</td>
<td>Create your own</td>
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<tr>
<td>CHS E-Books &amp; Digital Audiobooks (located under Catalogs tab)</td>
<td>library</td>
<td>library</td>
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CHS LMC Website

- Visit the CHS LMC website to see what’s available to help you with your studies!

http://cordovalibrary.weebly.com