

# 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 the book 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 currently my days at CHS are Monday, Tuesday, Thursday and Friday. If you see a book in the CHS Library which you would like to check-out, please leave it on my desk in the Upper School Media Center with your name on a post-it note. Again, I will deliver it to your first period class as soon as possible.
3. If a student would like to visit the upper school library for research assistance, please send me an email and I will arrange a time to meet with you.
4. Upper School Students should return books to the basket near my desk in room 104.
5. Keep reading and learning!