

RESERVING THE LIBRARY MEDIA CENTER FOR GROUPS



We have updated our library and computer lab reservation procedures by using two interactive online calendars.

Check out area of the

library: <http://our.calendars.net/pms/pmslibcheckout>

Computer Lab area of

library: <http://our.calendars.net/pms/pmscomputerlabs>

Directions for making your reservation

When you find an open date that you want to reserve, click on the number of that date and type your last name followed by the hours you will need the library or lab. For example: Smith 1 - 7 This would mean you would be bringing a class to the library or lab each and every hour (except lunch & Advisory class) of the day. If you sign up for a date where another teacher has scheduled a partial day, be careful that you do not sign up and overlap in their reserved time!

Since we operate on a flexible access scheduling, you may schedule up to three consecutive days for research. The LMC is scheduled by teachers **as needed to support their curriculum**. Due to the large amount of students and teachers that we have, we do not schedule a set day each week for groups.

Teachers are required to remain with and supervise their classes. Small groups of five can be scheduled in without the teacher.

Miss Knowles welcomes the opportunity to help teachers plan units of instruction, sharing and explaining what resources are available and how to use them.