

# Library Expectations

Welcome to Palomino Library!

We look forward to working with you and wish you a successful year.

Palomino is a branch of the Scottsdale Public Library (SPL) system.

It is a shared-use facility and serves as a high school library and a public library.

## CONTACT INFORMATION

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## LIBRARY HOURS OF OPERATION

**Library Hours When  
School is in Session**  
Monday-Thursday 7:15 AM - 7 PM  
Friday 7:15 AM – 6 PM  
Saturday CLOSED  
Sunday 1PM – 5PM

**Library Hours When  
School is NOT in Session**  
Monday-Thursday 9 AM - 7 PM  
Friday 10 AM – 6 PM  
Saturday CLOSED  
Sunday 1PM – 5PM

**Scottsdale Public Library website-** <http://www.scottsdalelibrary.org/>

**DMHS Library website -** <https://concrete.susd.org/schools/desert-mountain/library/>

## CLASS VISITS

- Teachers
  - Stay with and monitor your class at all times. Library staff members are not responsible for student supervision. Contact the school office to request coverage when needed.
  - Manage your class, monitor students' computer use, hold them accountable for their time, and address inappropriate behavior. Students must abide by the SUSD Uniform Code of Conduct including the SUSD Student and Parent Computer and Network Resource Policy. Since the library is open to the public, the computers do not have the same filtering capabilities as school computers.
  - Please avoid using the library as a substitute to instruction. If a substitute teacher arrives with your class, we will advise him/her to return to your regular classroom. Please also advise substitute teachers to not send students to the library.

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- Students
  - Wear your Student ID Badge at all times.
  - Enter/exit quietly, behave appropriately, and work on school assignments.
  - Use the computers in the main area first followed by the two quiet areas.
  - When you are done using a computer, end the session rather than logging off.
  - When preparing to leave, inspect your area and take all personal items with you.

## **SCHOOL PASSES**

- **DURING CLASS:** Teachers (not subs) may send up to five students per class period provided they each have a Student ID Badge, completed official school pass and educational purpose for their library visit.
- **LUNCH:** A school pass is required during lunch hours. Students may use the library during their lunch time so long as they meet the above criteria. Library staff members may send students back to the cafeteria or to class if the library is full.
- **UPON ENTRANCE TO THE LIBRARY:** Students must present their Student ID Badge and Green Pass to a library staff member and display their pass where they are working so that it is visible to library staff members.

## **PARKING**

- Teachers, students, staff and parents are not allowed to park in the North parking lot designated for library parking during regular school hours. These spaces are left open to ensure parking for library staff and visiting patrons.

**Please contact us if you have any questions  
and have a G-R-E-A-T year!**