

Tips for a Successful School Year @ the SFH Library Media Center

HOURS OPEN: 8:30AM-3:30PM

- The Library Media Center Staff are here to assist you with any information request. See a media specialist or the media aide for media assistance.
- When you come to the media center be responsible; help maintain a study environment, make sure your behavior is not disturbing others.
- Teachers (not subs) may send up to 5 students on a pass with an assignment. Students should check in at the circulation desk. Write clearly their first and last name on the pass record and place the pass in the basket. Passes are not required before or after school.
- To find library materials, check the Horizon Information Portal (HIP).
Go to santafe.sbac.edu under Links at the bottom of the right hand column, click on Library Media Center. You're now on the Library Media Center webpage! On the left hand side under Links, click on Santa Fe Online Catalog (HIP).
- As many books as you like may be checked out for 3 weeks at a time. Reference and reserve books check-out overnight or for more limited time. Overdue notices are sent to your HR/1st period teacher to give to you. Don't let them be added to the debt list.
- When returning books, place them in the book drop. Do not re-shelve books – place them in the Book Drop.
- There are 30 computers/11196 books available for research needs and leisure reading.
- Use the Just-for-Students (EduTone) on the Alachua County Public Schools Website and the Santa Fe High Website, or the Library Media Center Webpage for research and reference tools.
- Printer and copier are available.
- QUIET STUDY HALL is available during lunch. Remember to get a pass from one of your morning teachers.
- The Florida Teen Read program is a list of 15 titles that are chosen each year specifically to engage high school students and reflect their interests as well as represent a variety of genres, formats, reading levels, viewpoints, and ethnic and cultural perspectives. Teens are encouraged to read at least three of the titles on the current list. From April 1 to April 30 students vote for their favorite book.
- The graphics room contains supplies to use and items to purchase to help your product visual class projects.
- Past yearbooks are kept in the media center.
- Please respect the rights of other library media center users.