



**Your Puma Library**

# PUMA Library Hours

The Library is open from **7:20 am to 1:00 pm** and **1:40 pm to 3:00 pm** on **Monday, Tuesday, Thursday and Friday**. On **Wednesday** we are open from **7:20 am to 12:00 pm**.

Time Block	Purpose
7:20 am - 7:58 am	Library open for book checkout, printing, Chromebook issues, etc.
7:58 am - 9:06 am	Chromebook Hours
9:07 am – 11:01 am	Library Hours
11:02 am – 12:40 pm	Puma Lounge, book checkout, printing, etc.
12:41 pm – 1:00 pm	Library Hours
1:00 pm – 1:40 pm	Library Closed for Ms. Knight's Lunch
1:41 pm – 2:36 pm	Chromebook Hours
2:37 pm – 3:00 pm	Library open for book checkout, printing, Chromebook issues, etc.

# At Your Puma Library You Can...



**Visit the Puma Lounge**



**Checkout Library Books**



**Checkout Textbooks**



**Print Schoolwork**



**Get Chromebook Help**

# The Puma Lounge

- The Puma Lounge is open during lunch on Mondays, Tuesdays, Thursdays and Fridays.
- You may play board games, draw, or do other activities.
- No Chromebooks are allowed in the Puma Lounge.
- Please sign in and have fun!
- Students who are disruptive will be asked to leave.





# Library Book Checkout

- You may check out up to three (3) library books at a time.
- Library books are loaned for a two (2) week period.
- If you are still reading the book when it is due, you may renew it for another two (2) weeks.
- We have many eBooks you can check out on your Chromebook!
- Please ask Ms. Knight for more details or pick up a “how to” bookmark at the circulation desk.



# Textbook Checkouts & Returns

- Textbooks are often checked out during registration.
- Students receive two hardcover textbooks: one Social Studies and one Science.
- Textbooks are to be kept at home and used to complete homework assignments.
- Textbooks are returned at the end of the school year, usually the last week of May.



# Printing Documents

- Students may print out **school work** on the library printer.
- **No personal printing is allowed.**
- You may print up to 8 pages per day.
- To print, please logon to a library computer, find your document (usually by logging in to Google Docs or Google Drive) and press the “print” button.
- You cannot print from your Chromebook.



# Chromebook Help

- If you have any problems with your Chromebook, please come to the library between **7:20 am to 9:06 am** or **1:43 pm to 3:00 pm**.
- If you lose your Chromebook, **immediately** report the loss to the library.
- Please note: We **DO NOT** have loaner Chromebooks if you forget yours at home. We only have loaners for students who have turned theirs in for repair.



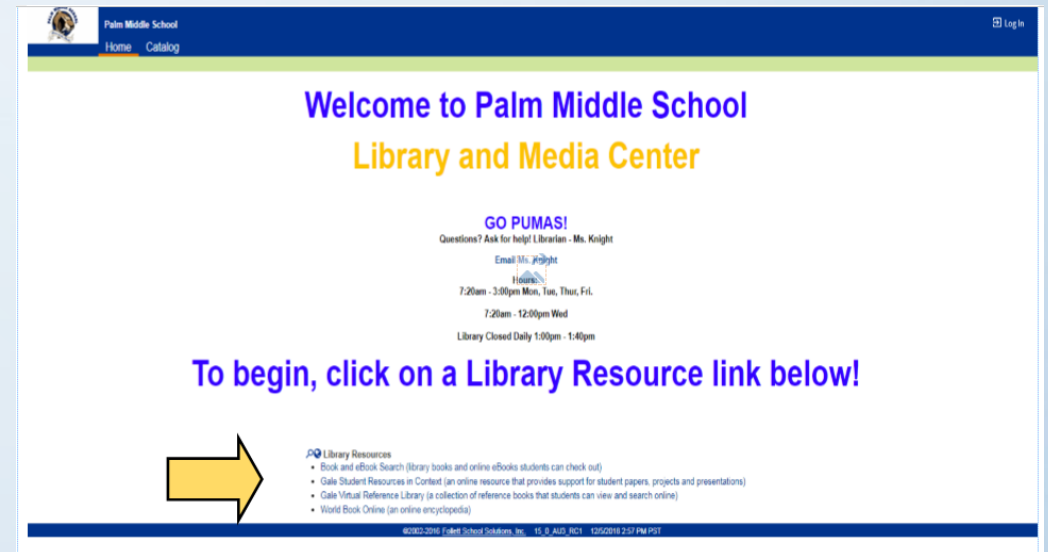


# Electronic Library Resources

We have four online resources you can use anytime you have an internet connection!

- eBooks (for fun or learning)
- Gale Student Resources
- Gale Virtual Reference Library
- World Book Online Encyclopedia

These are all great tools to help you succeed! Explore them today!




Palm Middle School  
Home Catalog

Welcome to Palm Middle School  
Library and Media Center

**GO PUMAS!**  
Questions? Ask for help! Librarian - Ms. Knight  
Email Me: [msknight](mailto:msknight@pmsd.net)  
Hours:  
7:20am - 3:00pm Mon, Tue, Thurs, Fri.  
7:20am - 12:00pm Wed  
Library Closed Daily 1:00pm - 1:40pm

To begin, click on a Library Resource link below!

 Library Resources

- Book and eBook Search (library books and online eBooks students can check out)
- Gale Student Resources in Context (an online resource that provides support for student papers, projects and presentations)
- Gale Virtual Reference Library (a collection of reference books that students can view and search online)
- World Book Online (an online encyclopedia)

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# Thank You For Visiting the Library!

If you have any questions, please ask!  
We are here to help you succeed.

