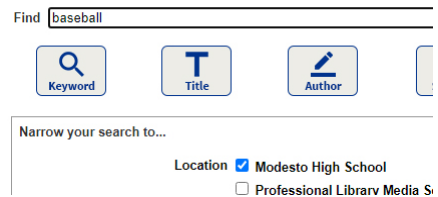


## Library book checkout procedures

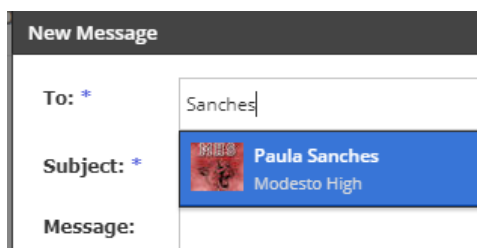
1. Search MHS Library – Go to [mhs.mcs4kids.com/Students/Library](https://mhs.mcs4kids.com/Students/Library)  
Click Link to Search MHS Library.
2. Type a keyword, title, or author to search



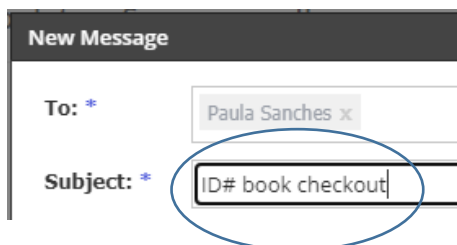
3. Locate the book you would like to checkout. **COPY the information about the book.**  
Example:

Baseball : 100 classic moments in the history of the game [Details](#)  
Call #: 796.357 WAL Wallace, Joseph E.  
Published 2000  
Interest Level: Young Adult

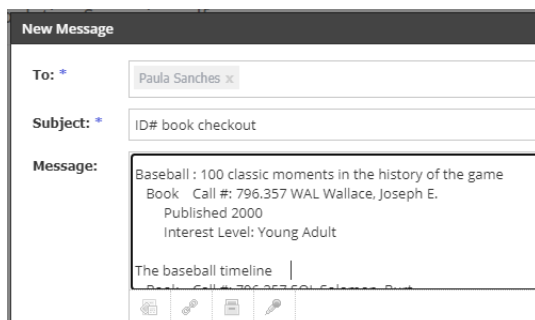
4. Login to **Schoology**. Send an email to **Paula Sanches** with your request.



5. Include your **ID#** in the Subject Line



**Paste** the description you copied in the message and add other book descriptions if you want more than one book.



Check that everything is OK, then click **'Send'**.

You will be notified **in Schoology** when you can come to the front doors to pick up your book(s).