How to reserve space or technology in the RHS Library Media Center

If you would like to request time in the library, computer labs, COW carts or other equipment, please follow this procedure:

Please look at the library calendar to see what days, periods, and spaces are available. We have a system in place to schedule everyone fairly, so please do not place yourself on the calendar. The calendar is located on the RHS Website under “Calendars” or click the link below.
http://teachers2.wcs.edu/high/rhs/tiffanyj/Lists/Library%20Reservations/calendar.aspx

Next, open up the Media Center Reserve Form. This is a Google Drive Form, which means you must sign into your WCS Google Drive and you cannot be signed into any personal Google accounts. Choose what you need, fill it out completely (don’t forget what class periods you need), and submit it. The Media Center Reserve Form is located on the RHS Website under “Calendars” or click the link below.
https://docs.google.com/a/myplace.wcs.edu/spreadsheet/viewform?formkey=dDNRY3dEOVpiSm1pWFZUYl9UV0hvd0E6MQ

Once you are officially scheduled by one of the librarians, you should receive an email letting you know that you are scheduled, and possibly suggesting some resources or asking to meet briefly to collaborate.

If you need help with accessing the databases or passwords for any county or school resources, email Kim or Tiffany.

We highly encourage collaboration! We would love to help you plan a lesson or unit or show you or your students how to use some of our resources that fit best for your particular class or project.