Library How To

How to come to the library

The library is open from 7:30 to 3:00 every day. You can come to the library:
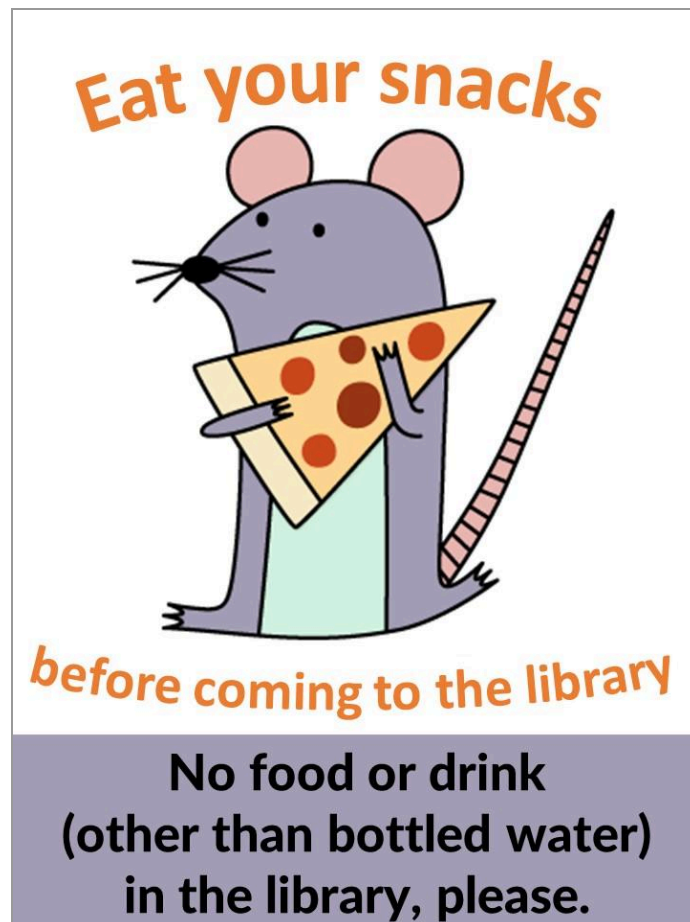
- Before first period
- During L1 or L2 (**pass required from Directed Study**)
- After school

To come from a class on your schedule, whether you're planning to stay or just stopping in to print, **bring your student ID and get a Smart Pass from your teacher**; no pass is needed during your scheduled lunch.

When you arrive, sign in by swiping your student ID at our attendance kiosk. Before you leave, swipe out at the attendance kiosk.

Pro tip: To make sure you can always scan into our attendance kiosk, take a picture of your student ID on your phone. Or create a barcode by entering your student ID number at tinyurl.com/nhmcid; save a screenshot of that barcode on your phone.

And remember, **no food or drinks** (other than bottled water) are allowed in the library.

Eat your snacks before coming to the library

No food or drink
(other than bottled water)
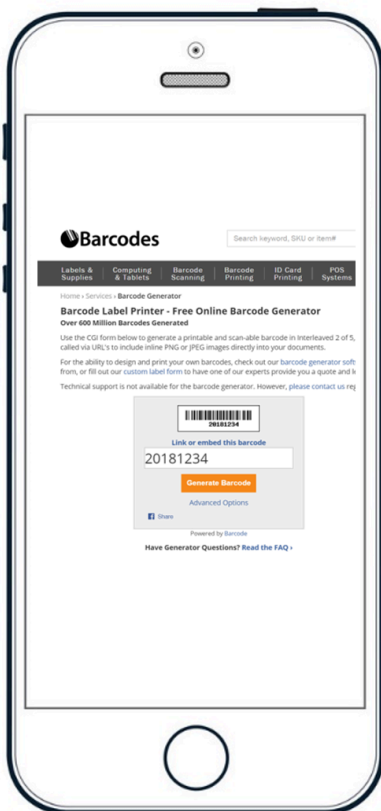in the library, please.

How to print to the library

Follow these tips:

- **Black and white printing:** Look for printer name **NH BW Library-Student Print**

- **Color printing**: Look for printer name **NH Color Library-Student Print**. Your color print job will not print automatically; it will be held in a queue. After requesting color printing, check your email for a message from the print-management system. When you get that message, ask a library staff member to release your color print.

- **Documents longer than 10 pages will not print**. Split long documents into several print jobs of 10 pages or less.

- **Bring your Chromebook and student ID with you.** You'll need to sign in and out at the library with your student ID when you pick up printing. No ID? No problem: use the barcode generator at tinyurl.com/nhmcid to create a scannable barcode of your ID number on your phone or Chromebook.

  Frequently students have trouble with their print jobs. Save some steps by bringing your Chromebook so you can reprint your document easily if you need to.

Forgot your ID?
Make a barcode on your phone

tinyurl.com/nhmcid