

End-of-year FAQs for the MHS library

Where can I return my library materials?

There is a library drop box at the front gate to CAC between 9 am and 3 pm every day until June 9. Books can be deposited there.

If you cannot get to the front gate between those hours, you can give your books to the security guards. Make sure to label the books with your name and "MHS library" so that they know to pass on to us.

I am not in Egypt but will return in August. Can I renew my library materials?

Yes. Email Mrs. Fitzgerald, librarian@cacegypt.org, and she can renew the books until August 18, the first day of school of the 2020-2021 year.

Every patron is responsible for his or her checked out books and are responsible for damage or loss incurred to their checked out materials.

What is the deadline for returning books this year?

June 4. All library materials should be returned by June 4.

What if I don't return my books by June 4?

If you are a withdrawing student OR your books were overdue before the campus closed, you will be put on the Skyward blocked list and your family will not be able to view your end-of-year report card or that of any siblings until you return the books or clear your accounts.

If you are a returning student, you can request that your books be renewed over the summer for return in August. This is not an automatic step, you must request it.

When or how can I check out for the summer?

We will not have summer checkouts as normal. Returning students can place holds on books, as we have been doing with curbside delivery since the campus was closed.

[Instructions are here.](#)

The last day of curbside delivery is June 1st. If you want the books you hold on the catalog for the summer, you must email Mrs. Fitzgerald after placing your holds, librarian@cacegypt.org, to let her know.

Please note this is only available for returning families. Departing students must return all school property.

How can I check what materials I have outstanding?

1. Visit the library catalog, library.cacegypt.org
2. Choose the MHS library, THEN log in with your CAC single sign on
 - Parents, please log in to the ES library, regardless of what division your children are in.
3. Click on the "My Info" tab.

The "My Info" tab has a list of all the books you have currently checked out, along with their due dates.

I have lost a book. How can I pay for it?

Please email Mrs. Fitzgerald, librarian@cacegypt.org. She will prepare an invoice for you for payment at the cashier's office in the CAC Welcome Center. You can print out the invoice or show the invoice on your mobile device to the cashier.

You will get a receipt for your payment. Take a photo or scan the receipt and email to Mrs. Fitzgerald, jfitzgerald@cacegypt.org AND Ms. Lena, lrezk@cacegypt.org. When we receive that receipt, we can clear your library account.

The cashier hours are 9:30 to 11:30 am on weekdays.

My CAC single sign on is not working. I cannot log in to the library catalog.

First, make sure that you have chosen either the ES library or the MHS library from the library catalog landing page: library.cacegypt.org

Your CAC single sign on username is everything in your email address until the @. It is not your email address.

Example:

Username - 00mstudent -- YES

Email address - 00mstudent@cacegypt.org -- NO

If you are on the ES library or the MHS library and you are sure that you are typing your CAC single sign on correctly, and you still cannot log in, please email Amira Youssef in the tech department, ayoussef@cacegypt.org. She can help you regain access.

I am a parent. I have logged in and can only see the books in the ES library. How can I see the MHS library catalog?

All parents are registered as ES library patrons, regardless of which division their child/ren are in. They can only log in to the ES library catalog but they can see books for the MHS library by selecting the MHS library as a location.

[See here for a video tutorial.](#)

How do I check out ebooks and digital audiobooks?

We have a large and varied collection of ebooks and digital audiobooks available through the Sora app, or through sorapp.com.

Download the Sora app to your mobile device. Start typing Cairo to search for our school. (Do not type CAC.) When you are asked for a Follett account, use your CAC single sign on.

You may want to set the audience preferences to young adult or general adult so that you don't see the elementary school titles.

[Here is an video overview of Sora.](#)