

Using the CCCHS Library (For teachers)

1. Scheduling class visits to the library

Class visits to the library should be scheduled in advance, if possible. The large calendar behind the checkout desk is available to sign up for class visits or email one of the library media specialists. Information that is helpful to the library media specialists includes: the class periods that are needed, the number of students in each class, the task/assignment planned, if computer stations are needed, and a copy of the assignment sheet, if applicable. The library media specialists can have ready special collection of books for the assignment.

2. General guidelines for class conduct

- The teacher should plan to stay with the class throughout the visit.
- The class should have a specific library assignment or task to accomplish during the visit.
- Whenever possible, the class should sit in the same area of the library. Other classes may be in attendance during the class period; therefore, noise should be kept to a minimum.
- **STUDENTS SHOULD NOT BRING FOOD OR DRINKS INTO THE LIBRARY.**
- It is the classroom teacher's responsibility to enforce this.
- The teacher should have students clean up the area and push chairs in before the end of the class period.

3. Individual/small group use of the library

Teachers may send individuals or small groups to the library for research, computer use, etc. These students should have a specific library related task to accomplish in the library. A library pass (a pink library pass is preferable, but not necessary) or hall pass should be sent with the student(s) and a note of intended use. Information that is needed is the student's name, date, time of departure, assignment, and teacher's signature. When the student leaves the library to return to class, they should have one of the library media specialists note the time left the library and sign the pass.

5. Library materials use

Faculty members may check out books and audiovisual materials as necessary. All materials and books are checked out through the front desk. There is no maximum number of items or set due date on faculty checkouts; however, items should be returned as soon as they are no longer needed.

6. Audiovisual equipment use

Audiovisual equipment is checked out at the desk located in the audiovisual room and by emailing a library media specialist. Since there is a limited amount of equipment, advance sign-up is recommended. When the equipment is checked out, note the number of the equipment taken on the checkout page. When the equipment is returned, check the last column to show that the equipment has been returned. Audiovisual equipment should be returned at the end of each day unless it is checked out for year use. TVs, VCRs, LCDs and DVDs must be returned at the end of each day. If any problems are experienced, please inform the library media specialists or leave a note on the equipment. This will ensure that equipment that is not working properly will not be given to someone else before the problem is corrected. Teachers must attend a short training on using the mobile computer labs before they may be checked out.