

Using the CCCHS Library (For teachers)

1. Scheduling class visits to the library (No more than 1 class should be scheduled)
 - 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 the library media specialist. Information that is helpful to the library media specialist 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 specialist can have ready special collection of books for the assignments.
 - ***If school is canceled due to inclement weather, please speak to the library media specialist for rescheduling.**

2. General guidelines for class conduct
 - **The teacher should plan to stay with the class throughout the visit.**
 - The class should have a specific 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
 - Students may use the library during homeroom time and non-Monday Matters/Enrichment time periods.
 - Any student sent during Monday Matters or Enrichment will be sent back to homeroom.
 - Teachers may only send 2 individuals per homeroom to the library for research, computer use, etc. These students should have a specific library related task to accomplish.
 - A library pass (a pink library pass is preferable) or written pass should be sent with the student(s). Information that is needed: the student's name, date, time of departure, assignment, and teacher's signature. Students must sign-in when entering the library.
 - When the student leaves the library to return to class, they should have the library media specialist 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.
 - **Faculty members may NOT check out books for students or classroom sets.**
 - 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. TV/Projector/Mobile Lab/Audiovisual Equipment use
 - TV/Projector/Mobile Lab/Audiovisual equipment is checked out at the desk located in the library workroom. 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. Substitutes should not check-out the equipment.
 - 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, MOBILE LABS and DVDs must be returned at the end of each day. Substitutes should not check-out the equipment.
 - If any problems are experienced, please inform the library media specialist 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.