

Using the CCHS Library (For students)

1. Library hours

Library hours are from 7:30 A.M. to 3:15 P.M. Due to the fact that students cannot be left in the library unsupervised, our library is considered closed at 3:15 P.M. The library is also open during lunch.

2. Book check out time

Books may be checked out for 2 weeks. If for some reason, you are not finished with your book at the end of 2 weeks, the book may be renewed as long as there is not a waiting list for the book. A maximum of 5 books may be checked out at one time.

3. Overnight check out items

Reference books and magazines may be checked out overnight—subject to librarian approval. On some occasions if the demand is not high, the item may be special dated to allow you to keep it for more than one night.

4. Students' responsibility

- **Students are responsible for any materials checked out of the library; therefore, you should not lend books, magazines, etc. to a friend. Suggest that your friend check the items out in his/her name in order that you are not held responsible.**
- **No food or drinks will be permitted in the library**
- **Students should work quietly whenever you are in the library. Any student who disrupts the library will be restricted from using the library. The library is designed to be an area where students may read, study, or research, and strictly socializing will be discouraged.**
- **Any library materials removed from the library without being checked out are considered stolen property. There is very little that cannot be checked out of the library; therefore, please be sure to check out your materials before leaving.**
- **Please be sure that all work areas are neat and organized before leaving the library. Reference books should be returned to their proper locations, and waste paper should be properly discarded.**
- **Students must sign-in at the circulation desk upon entering the library and present their pass to the library media specialist. Students must have a pass from their teacher, unless the library use is before or after school.**

5. Fines

Overdue fines are 5 cents per day. A maximum fine of \$1.00 is charged for any overdue book. Please keep in mind that reference books are overnight check out; therefore, a fine can accrue rather quickly on these books.

6. Report cards or diplomas

At the end of the school year, students who have overdue library books will not receive report cards, diplomas, or text books at the beginning of the next school year.

7. Computer Use

All computer use (including BYO devices) falls under the Coffee County School System Acceptable Use Policy as stated in the Student Handbook. The following are prohibited in the library:

- Personal email (school e-mail accounts can be accessed)
- Social networking sites (Facebook, Pinterest, Instagram, Twitter, Tumblr, etc.)
- Chat rooms
- Instant messaging
- Downloading of music, games, videos (if you begin to download a program by accident, immediately cancel the action and notify one of the librarians)
- Games
- Non-classroom related searches (computers can be used only for class related work, no recreational searching i.e. music groups, shopping, video game sites, etc.)
- Changing settings such as screen saver, wallpaper, etc.
Students who are found violating these instructions will lose computer privileges and face disciplinary action.

8. Class changes

Students are not allowed to cut through the library during class changes.

9. Library Renaissance Incentives.

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| Red Card: | 2.00 free fines 2.00 free copies |
| Black Card: | 1.00 free fines 2.00 free copies |
| White Card: | 1.00 free fines 2.00 free copies |
| Silver Card: | 1.00 free fines 1.00 free copies |