

## Using the CCCHS Library 2025-2026

Librarian---Ms. Gilley

### 1. Library hours

Library hours are from 7:30 a.m. to 3:05 p.m. Due to the fact that students cannot be left in the library unsupervised, our library is considered closed at 3:05 P.M. The library is also open during lunch and during homeroom.

### 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. Email the librarian if needing to renew your book and unable to do so in person. [gilleyk@k12coffee.net](mailto:gilleyk@k12coffee.net)

### 3. Students' responsibility

- Students are responsible for any materials checked out of the library; therefore, you should not lend books, magazines, etc. to friends. 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 unless approved during lunch time. (Bottled drinks must remain in your backpacks or definitely not be visible.)
- 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.

### 4. Fines

Overdue fines are 10 cents per day. A maximum fine of \$1.00 is charged for any overdue book.

### 5. 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. You will be placed on the owes list.

#### 6. Sign- In Forms for library check-in/ checkout and computer use

A daily computer/library form must be signed by the student before that student can use the library or a computer in the library, indicating the reason for computer use. The library computers should not be used for the following:

- Personal E-mail
- Social networking sites
- 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 their computer privileges and face disciplinary action.

Sign-in sheets are in the front of the library at various locations for quick entry. Place the pink library pass beside the sign-in sheet.

#### 7. Class changes

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

#### 8. Copies or Printing

Black and white prints or copies are \$0.20 a page

Color copies/prints are \$0.50 a page.

#### 9. Library Renaissance incentives (see poster in the library or the library website)

Free copies and free fines with renaissance cards----see the librarian for details.....

#### 10. NO PHONES ALLOWED