

## Using the CCCHS Library (For teachers) 2024-2025

1. Scheduling class visits to the library...
  - Class visits to the library should be scheduled in advance. Email the library media specialist or stop by the library and schedule classes on the calendar located at the circulation desk. 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 a special collection of books ready 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.
  - The teacher should help 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. There is a sign-in sheet. These students should have a specific library related task to accomplish.
  - Email [gilleyk@k12coffee.net](mailto:gilleyk@k12coffee.net) if any question about a student visiting the library. Students will need the **pink library pass** signed, dated, and time noted to come to the library individually or in small groups. I will sign the pass for them to return to the classroom teacher.
5. Library Materials
  - Faculty members may check out books and other materials as necessary.
  - All materials and books are checked out through the front circulation 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.

THANK YOU!!!!!!