Using the CCCHS Library (For teachers) 2025-2026

1. Scheduling class visits to the library 😊
- Class visits to the library should be scheduled in advance. 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 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.
- **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. There is a sign-in sheet. These students should have a specific library related task to accomplish.
- Email gilleyk@k12coffee.net if needed. Students will need the pink library pass signed, dated, and time noted to come to the library individually or in small groups.

5. Library Materials use
- Faculty members may check out books and other materials as necessary.
- **Faculty members may NOT check out books for students.**
- 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.