

# LIBRARY POLICY REVIEW

MARCH 11, 2009

## Price List for services & materials we provide for students:

- .05 per B&W copy or print.
- .80 per full page color print.
- .50 for poster board.
- 1.50 CD-RW
- .50 Floppy
- Materials on hand for use in the library:
- Color pencils
- Markers
- Scissors
- Glue
- Tape
- Whiteout
- Staples
- Index Cards
- Pencils & pens

## Help us provide a little quiet.....



## POLICIES HELP US STAY FOCUSED ON OUR MISSION

We strive to serve the diverse information needs of the entire CCHS community. This year, our community grew to include approximately 120 faculty & staff and over 1500 students. Our primary mission is to provide research and reading support across the curriculum. We are available to work with teachers to develop focused and in-depth research projects as well as assist students with their reading & research needs. Our library doors are open to students daily from 7:30 until 3:45. On Tuesdays, we stay open until 5:00 p.m. In addition to curriculum support, we conduct teacher tutorials on Destiny, FirstClass email & webpage programs, United Streaming, LRC, copyright, GALILEO databases, and other topics related to technology, information & research. We also conduct all of the administrative tasks related to running a library including ordering print materials and AV equipment, managing the budget, managing the library webpage, conducting inventory, and performing circulation tasks. Finally, we do our best to foster student growth by sponsoring two student clubs and related community service activities. In our efforts to fulfill these roles, we sometimes get pulled in a lot of different directions. Many teachers do not realize that we do not have an assigned lunch period or planning periods. Consequently, we conduct the administrative tasks of running a library and planning for instruction as we find time. Because our doors are always open, it helps to have firm policies in place to keep things running smoothly. We need your help. Please encourage your students to view the library as a place for quiet reading and research. You can also help us by following the policies outlined in this newsletter. It will help us serve everyone better and stay focused on our primary mission of supporting student learning.



## ANNOUNCING A NEW LUNCH PASS POLICY

Two years ago, we tried a new system of "checking-out" bar-coded lunch passes to students. Unfortunately, that system has proven to be ineffective. Students lost passes, shared passes, kept passes indefinitely, complained that they couldn't get to the library to check-out a pass, etc. Currently, out of 100 bar-coded passes, we have only two remaining. Beginning March 16, we will no longer require students to obtain a pass to come to the library during their lunch break. Students who want to come to the library during lunch may do so at the beginning of their break with the understanding that they must remain in the library for the duration of their lunch period. Students must sign-in at the front door, listing full name and the time. Failure to do so will result in loss of library privilege and an escort back to the cafeteria. Students who want to go to lunch first should obtain passes from a classroom teacher.

## GENERAL PASS POLICY

A few reminders:

1. Students must have a pass to come to the library during class time. No exceptions.
2. When you write a pass, please include the student's name & the date.
3. Please remind substitute teachers that they cannot send students to the library.
4. Please do not schedule library time when you are absent.
5. Please do not send more than 5 unaccompanied students to the library.
6. Students should have a specific school-related task to complete when they come to the library. If they are causing you a disruption, please do not send them to the library.
7. We will send disruptive students back to class.



The Morning Crowd....

## A FEW WORDS ABOUT OVERDUE NOTICES: PLEASE GIVE THEM TO YOUR 1ST PERIOD STUDENTS...NOT THE TRASH CAN!

## LIBRARY COMPUTERS

We are fortunate to have 20 computers in the library. These computers allow us to provide both digital and print information resources to our students and we frequently collaborate with teachers to create research pathfinders that are posted on the *Destiny* homepage. When visiting the library, we ask for your cooperation regarding these policies:

1. Please give priority to teachers who have scheduled library time for their classes. If you are working in the library and a class arrives, please make room for the students.
2. When planning for computer use only, please do not sign your class up for more than two weeks in advance.
3. Please do not schedule more than 3 consecutive days for computer use in the library.
4. If you decide you don't need the computers or your library visit, please take your name off the schedule as soon as possible.



## WE'RE ONLY HUMAN...

Please don't send students to the library to ask us to make copies of class handouts. If you have a student volunteer who is able to make copies independently, he or she is welcome to use the library copy machine.

We use library fines & fees to pay for a number of library services and materials that we provide for students. (We invite you to drop by the morning a project is due to find out how often students make use of these resources.) We also use fines & fees to pay for printer cartridges and to service our copy machine. Unfortunately, we cannot provide free color printing to faculty. While we are happy to help out with the occasional paper clip or pen, we are not able to provide office supplies on a regular basis.

Please don't talk while we are delivering instruction in the library. We believe information literacy is an important part of a 21st century education and we work hard to teach our students good research skills.

Please check with us before you put your name on the library calendar. We need to make sure there are no conflicts and we also like to be aware of your curricular goals so we are prepared to assist students.