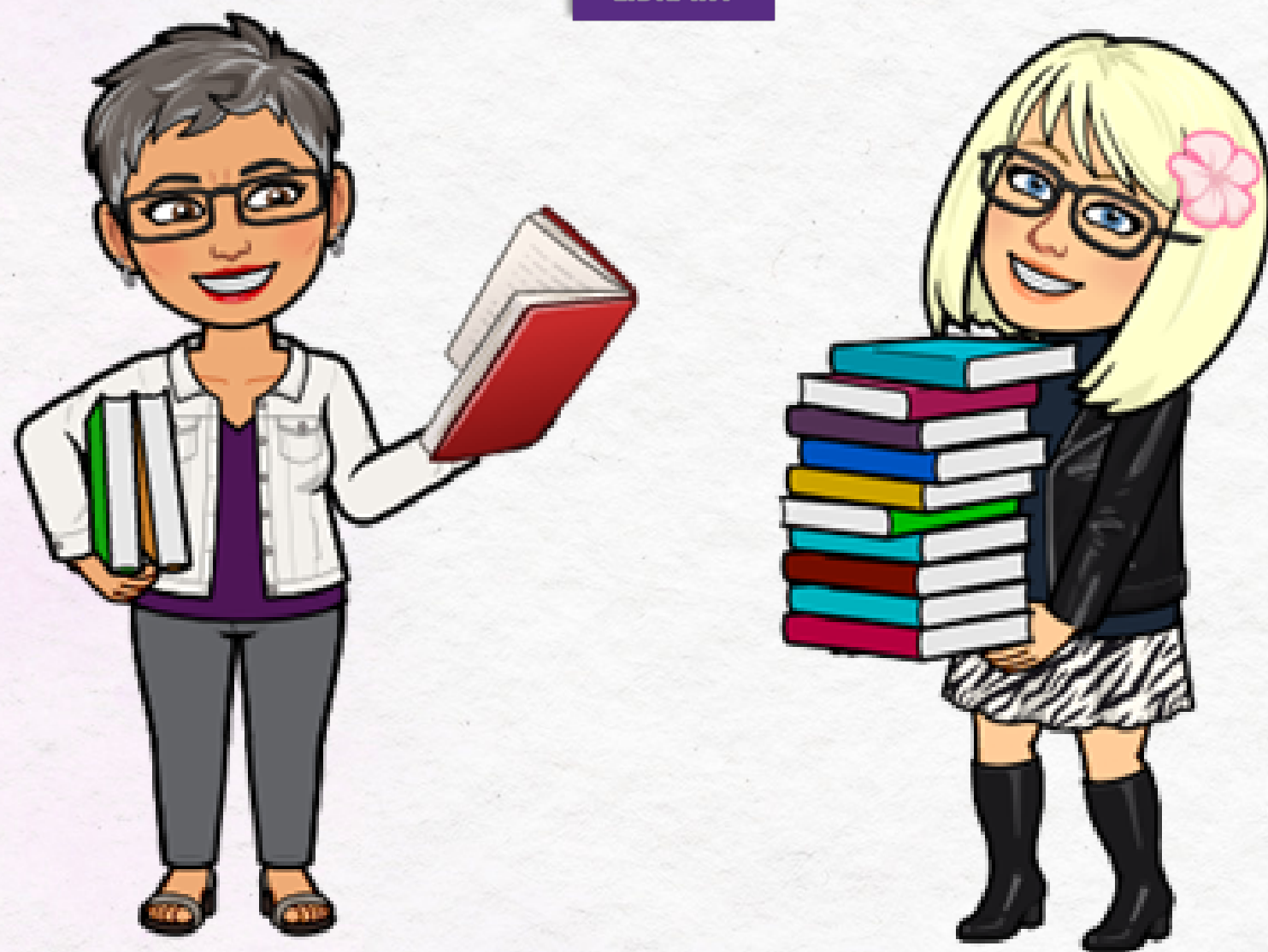


# CCHS Library Procedures 2023-2024

# Welcome



**Monday Late Start: 8:30 AM – 3:30 PM**  
**Tuesday thru Friday: 7:30 AM – 3:30 AM**

## Library Staff Contact List

Staff Name	Position	Extension
Roxie Ruiz Blackson	Teacher Librarian	44056
Amy Irwin	Media Technician	Library/44057
Anhkiet Le	Campus Lab Technician (CLT)	44110
Jason Moffitt	Campus Lab Technician (CLT)	44110
Cheryl Rockwell	Campus Lab Assistant (CLA)	44110

## Library Procedures

- Students scan their IDs to sign-in to use the library during open times. No food or drinks allowed.
- Students may checkout/return books, read, use the study tables, or play quiet games.
- Students are required to have a green campus pass during class hours, including Advisory.
- Capacity will be considered during open times for safety and quality of services.

## Library Book Policies

- Students may checkout a maximum of 5 books from the library for a loan period of 3 weeks. Digital books are managed online with *Destiny Discover* login. Use PXU computer login info.
- Fines for lost books are cleared when books are turned in. No charges for overdues.
- Students with library debt should contact Ms. Blackson for options to clear fines. Library fines are paid in the Bookstore.

## Library Services & Instruction

- Use the *Destiny Discover Library Catalog* stations to browse the catalog for print and digital books. Login with your PXU computer login to manage your account and renew digital materials.
- Class book checkout or Lit Circles – message Ms. Blackson for assistance.
- Instructional Materials – browse the online library catalog or multimedia collection (DVDs/CDs).
- Library Orientations, Library Databases, and Research Resources – message Ms. Blackson to schedule.

## Other Library Services for Staff

### 48 Hour Turnaround

- Color Printing – send the file to Media Tech, Amy Irwin (cc: Ms. Blackson)
- Poster Making - provide the print-ready, PDF file to Media Tech, Amy Irwin (cc: Ms. Blackson).
- Laminating - request forms in the library staff workroom, see Media Tech, Amy Irwin.
- Scanning – Amy Irwin (Media Tech) will scan documents and email them to you.
- Die Cut Letters/Shapes – self-service, supplies in library workroom.
- Bulletin Board/Butcher Paper – self-service, paper by the library workroom door.