

# CCHS Library Procedures 2022-2023

## Library Procedures

- Students scan their IDs to sign-in to use the library during open times.
- Students may checkout/return books, read, use the study tables, or work in the Library Lab.
- The Library Lab, when available, will be open for schoolwork only.
- Students are required to have a pass during class hours, including during Advisory.

## Library Book Policies

- Capacity will be considered during open times for safety and quality of services.
- 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 Services & Instruction

- Use the *Destiny Discover Library Catalog* stations to browse the catalog and check book formats and availability.
- Class book checkout or Lit Circles – see Ms. Blackson for assistance.
- Professional books and DVDs – browse the online catalog or multimedia collection in the library workroom.
- Library Orientations, Library Databases, and Research Resources – email Ms. Blackson to schedule.

## Other Services in the Library

- Poster making- email or provide the print-ready PDF file to Media Tech, Ms. Irwin
- Laminating- request forms in the library workroom, see Media Tech, Ms. Irwin
- Scanning – Ms. Irwin, Media Tech will scan documents and email to you
- Die Cut letters/shapes – self-service, supplies in library workroom
- Bulletin Board/Butcher Paper – self-service, paper by the library workroom door

# WELCOME



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

## Library Staff Contact

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

