

# Canyon Crest Academy

## Library Media Center Student Guidelines

### PHILOSOPHY

The CCA Library Media Center (LMC) is designed for learning independently, or as part of a class/group. You are encouraged to use the LMC to complete classroom assignments or read for pleasure. The Media Center houses all kinds of resources. We have desktop computers, an online library catalog and online database subscriptions available for use at school and home. There are also copies of school textbooks to use while in the LMC.

### HOURS

The Library Media Center's hours are 7:15 am- 3:45 pm, daily unless it is a late start day or the space is being used for specific testing or teacher/staff meetings. The revised hours will be posted the day before so students can plan accordingly.

### POLICIES

Please keep in mind that the LMC is a facility for learning. Respect the rights of others who are here to study. If you wish to socialize, please leave the LMC so you will not disturb others. Cell phone usage is also prohibited in the LMC. An SDUHSD Acceptable Use Policy requires signatures of all students and parents before any computer is used. ID cards are required to check out library materials (including laptops when available). Students are given \$10.00 worth of FREE printing each semester. Further printing is available by adding money to student accounts with a minimum deposit of \$1.00, cash only, at the rate of .10 per page. Computers are used for research and school assignments ONLY.

### INDIVIDUAL RESPONSIBILITY

ID cards should be carried at all times. They must be used to check out library resources. If your card is lost or stolen, report it immediately to the ASB store. Materials checked out in your name become your responsibility and need to be protected from damage or loss. If materials are damaged or lost, you are required to pay for them. **The Media Center also has an overdue fine policy for late materials: 2-week circulation: 10 cents/item/day.** All items should be returned to the circulation desk or dropped in our book return bin located inside the LMC.

Most items may be borrowed for two weeks and can be renewed once. You can renew by stopping by the circulation desk or through the Internet OPAC. A username and password must first be setup to utilize online catalog services (ie: online book renewal, placing holds online). Reference books and magazines must remain in the library and are not available for checkout.

### SUPPORT OUR LIBRARY

There is an easy way to support CCA's library! Simply use our Amazon.com link located on ASB's webpage when ordering items from Amazon (<http://www.ccaasb.com/>). The library will receive 4% of revenue sales made through this link. The library also accepts gift cards for major book stores to buy popular fiction requested by students.

We look forward to assisting you! Stop by, say hello, and browse through our collection ☺

**Terri Glusser, Lead Library Technician**