



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 so you can learn in the ways that are best for you. We have desktop computers, an online library catalog and online database subscriptions available for use at school and home. Please visit the LMC website for access to our online research databases: <http://teachers.sduhsd.net/ccmedia/index.html>.

HOURS

Our hours are 7:30 am- 4:00 pm Monday- Friday. We are closed every day from 12:00- 1:00 pm.

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 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 school year. Further printing is available by adding money to student accounts with a cash only deposit 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 materials or laptops. If your card is lost or stolen, report it immediately to the Finance Office. 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.

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

Amie Wilson, Lead Library Technician
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