

Library Frequently Asked Questions and Information



FAQ:

Where is the library located? Downstairs underneath the main auditorium.

How many books can students check out at a time? 2 books. Extras are allowed for school projects. Books may be renewed once.

May I check out if a book is overdue? Typically not, but the librarian will use discretion depending on the circumstance. Don't expect to be able to check out when a book is overdue.

What happens if I lose a book? The librarian will make a note so the student can continue to check out other books. If the book is not found before the end of the school year, the parent will be notified for the replacement cost or send a replacement.

When can students visit the library? Elementary students have a set time to visit the library. Otherwise, teachers may send students to the library by setting up times with the librarian.

Can parents come to the library with their child after school or during library time? Yes, please contact the librarian first.

Can middle or high school students use the library? Yes. Teachers can arrange a time with the librarian for students or classes to use the library.

How does check-out work? If the librarian is not there, please use the clipboard to write down the information.

How does check-in work? Returned books should be left in the return crate near the circulation desk. The librarian will check them in. Each book has a barcode so it is removed from the account it was checked out to when it is scanned.

Does the library need volunteers? Yes, volunteers are helpful for check out, reshelving, straightening shelves and for special events like Book Fair. Contact the librarian if you are interested.

Does CCS censor the books in the library? It is right and appropriate for parents to monitor what their child reads. However, what may be appropriate for one child may not be appropriate for another depending on factors such as age or maturity level. CCS tries to provide content to support academic, emotional, social, and spiritual growth. If you find your child reading material that is not appropriate for any age or maturity level, please contact the librarian first. Otherwise, discuss with your child why it is not appropriate for them, use it as a teachable moment, and have them return it.

Does CCS have special reading programs like AR? CCS has a Summer Reading Challenge for Elementary students. During the school year, students in 3rd through 5th grades are encouraged to participate in the CCS Reading Challenge. There are prize incentives for reading. Details are on the library webpage under the "READING CHALLENGE FOR 3rd-5th GRADES" button.

Resources: Print and Digital



CCS library has books and online resources for all grade levels.

Our school uses Destiny Follett Library Manager to search our collection and we subscribe to two companies, World Book and Cengage/Gale for databases of many materials. ***These are for CCS use only and all must be accessed by passwords.***

Destiny Follett allows students to search our library for books. On the library webpage, <https://myccs.org/media-center> , click the Book Search button. Students can search without logging in, but if they want to place a book on hold, see what they have checked out, or read an electronic book, they must log in. To do this, click the “Log in” at the top right of the page. Type in student’s first name, dot, type in student’s last name. Password is their Renweb ID number. Feel free to email the librarian for questions or help if you cannot locate a student Renweb ID number.

Example: User Name: julie.scarboro Password: #####

World Book database has information for all ages. Cengage/Gale database is for middle and high school students. Students may create their own user accounts in World Book and Cengage/Gale to save information they are using for research. For access information, use this link <https://static1.squarespace.com/static/51f912e6e4b0cc5aa449f476/t/60b11439db9d0812d9050323/1622217785512/CCS+Digital+Resources+2021.pdf> or on the library webpage, choose the button **Digital Resources and Helpful Tips**. Feel free to email the librarian for questions or help.

Other questions?

Please contact the librarian.

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Blessings!

Julie Scarboro
CCS Librarian