

## LIBRARY GENERAL INFORMATION

Our CCS library is full of print and digital resources for all grades. We subscribe to World Book Online and Cengage/Gale Research to provide our students with up to date resources. When a student uses our online card catalog provided by Destiny Follett Company, they are able to see the print resources housed in our library and have access to both World Book Online and Cengage/Gale Research. To log in, students type in their last name and first initial as the user name and their student ID number for the password. This will allow them to view our print resources, use digital resources, reserve materials, request new materials, view teacher resource lists, make their own resource lists, contribute to book reviews, save research information, cite their research sources, and view their account to see what is checked out!



The main school library is located underneath the auditorium and the *annex library* (with materials appropriate only for older students) is located in the middle and high school building. Students are allowed 2 books at a time. All books may be checked out for 2 weeks and may be renewed once. Extras can be checked out for assignments. If a book is misplaced, it will be marked as "lost" in our computer circulation system. Usually, a lost book turns up before the school year is over. If not, the cost of replacing the book for our collection will be sent home.

Elementary classes have scheduled times to visit the library. If the student wants to return or check out another book before the scheduled time, our library is open Monday -Thurs. mornings from 8:15-9 am and Mon.-Thurs. afternoons from 2:50-3:20. Parents or guardians should accompany their child for these visits.

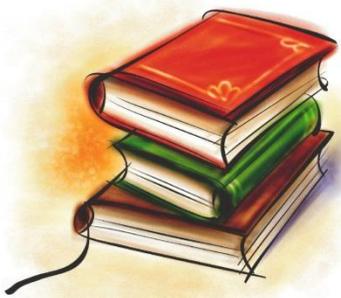
Middle and high school students are encouraged to use the main library-it is not just for elementary students! Teachers may reserve the library for their classes to work or study. Students may come individually or in small groups once they

have obtained permission from their teacher and when they have checked the library schedule to make sure there are no classes.

Volunteers are welcome! It is very helpful to have volunteers around to help with book check out or re-shelving and straightening. Please e-mail me or tell your child's teacher if you are interested in helping in this way.

Regarding censorship: It is right and appropriate for parents to monitor what their child reads. What may be appropriate for one child may not be appropriate for another depending on different factors such as maturity level or age. As much as possible, CCS tries to provide the best 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 notify the librarian. Otherwise, discuss with your child why it is not appropriate for them, tell them to choose something else and use it as a teachable moment.

If you have any questions or concerns, please call or e-mail me using the CCS contact below.



Blessings!

Julie Scarboro

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**Remind your child to take care of library books with these helps:**

- 1. Always handle them carefully with clean and dry hands, turning pages slowly and gently.**
- 2. Find a special place to keep your library books at home so they are not accessible to pets and younger children.**

3. Never leave books outside, and be sure to protect them from rain and leaky water bottles in back packs.
4. Keep food and drinks away from books to avoid stains and spills.
5. Use a book mark to mark your place rather than dog-earing the page.
6. Never write in, color on, or cut pictures from library books.
7. If a book is damaged, tell the librarian. The library has special tools for repairing books.
8. If a book is lost or damaged beyond repair, the librarian will let you know the replacement cost.