

CCHS LIBRARY MEDIA CENTER POLICIES

The philosophy of our Library Media Center is to glorify God through the provision of appropriate media resources for our students. The goal of our Library Media Center is to provide a variety of quality materials to assist our students in developing a love for reading and to master learning skills, self-discipline, and good work habits. Through this goal, it is our desire that the students of CCHS will be equipped with the skills of reading and research necessary to defend their faith.

1. **Conduct:**

Library manners will be discussed at the beginning of each school year as each class comes to the library for orientation. Access to the library may be limited or withheld, at the librarian's discretion, to any student whose behavior is unacceptable while visiting the library.

2. **Check-out Limit:**

Students may check-out a maximum of two books at a time. Classroom curriculum books and book/audio kits are limited to one at a time. Students **may not** check-out books under another person's name or for another person.

3. **Check-out Period:**

The check-out period for most materials is 14 days, five days for magazines. Reference items may not be checked out. Students are responsible for knowing when their books are due. Classroom curriculum books are subject to teacher's reading schedule. Books may be renewed once to extend the check-out period.

4. **Material Selection:**

Parents and students should be advised that the books selected for the library may not all be Christian or acceptable to every family. Because it is the school's desire to teach students to critically evaluate what they read, some non-Christian materials are included. It is important for parents to know they should be actively involved in helping their children evaluate what they read and further censor where they feel it is necessary.

Fees and Fines:

- A late fee of .05 cents per day up to \$4.00 will be charged per item.
- Students will be charged the replacement cost of lost items plus a \$2.50 processing fee.
- A fine of half the cost of an item returned damaged, or the replacement cost, plus a \$2.50 processing fee if it is damaged beyond repair, will be assessed.
- Copies up to three pages per Reference item are available with a completed Copy Request Form and 24 hour notice, at a cost of .10 cents per page.