

THE CHA LIBRARY GUIDELINES

All students are encouraged to check out materials from the Library.
Materials may be checked out during the hours of 8:30 a.m. – 3:00 p.m.

3 WEEK MATERIALS	<ul style="list-style-type: none"> • Fiction, Christian fiction, and Nonfiction books (1 week for K-1st grade)
1 WEEK MATERIALS	<ul style="list-style-type: none"> • Picture books, Easy Readers, Videos, CD's, Magazines, Cassette tapes, DVD's, Pamphlets, Heavy Demand All Kindergarten and 1st grade materials
REFERENCE MATERIALS Overnight	<ul style="list-style-type: none"> • REFERENCE materials are checked out for <u>OVERNIGHT</u> and due in the library the next morning.
CLASS RESERVE SHELF	<ul style="list-style-type: none"> • Materials suggested by a teacher Due time varies: One, two, or three days; one week
VIDEOS, CD's, DVD's, CASSETTE TAPES	<ul style="list-style-type: none"> • One item per week Return to the VIDEO BASKET or on top of the book pile in classroom book return boxes.
MAGAZINES	<ul style="list-style-type: none"> • For <u>protection</u>, all magazines are to be placed in protective plastic covers when checked out. • The plastic covers are located near the magazines.
RESERVES ON HEAVILY USED MATERIALS	<ul style="list-style-type: none"> • The library staff will reserve materials for students. • The student will be notified when items are available. • Materials consistently in heavy demand become ONE-WEEK items.
ON-LINE CATALOGS	<ul style="list-style-type: none"> • The CHA Library collection • County Libraries - Carver, Dakota, Hennepin, & Scott • Students (4th-6th) will have a copy of their county library card taped in their library notebook; be registered at Hennepin County Library (if not from Hennepin County) and memorize their pin #s for both county libraries.
INTERNET ACCESS	<ul style="list-style-type: none"> • Usage guidelines are available for the middle and upper grades. Signatures of students and parents are required before a student is able to use the Internet other than in a class situation. Usage in the library will be available only when a staff person or designated parent is available to monitor the students.
OVERDUES	<ul style="list-style-type: none"> • Library Notices are sent out weekly on overdue materials. Library privileges may be withheld from students when lack of responsibility seems evident.
LOST or DAMAGED MATERIALS	<ul style="list-style-type: none"> • Non-refundable replacement bills for lost or damaged materials will be issued after materials are overdue one month with an expected prompt payment. Quarterly grades will be held until the materials or payments have been received.
COMMUNICATION	<ul style="list-style-type: none"> • Direct all questions and comments on library issues to the library staff instead of classroom teachers.
PARENTS	<ul style="list-style-type: none"> • All parents are welcome to use the Library collection.