

Requesting MS/HS Library Books

Directions for holding library materials

Prepared by Ms. Goodwin

OVERVIEW & PURPOSE

We are pleased to announce the MS/HS Library is open for safe book check outs! The District Library catalogs are Web based. Students and staff have the ability to request library books from any device from any location with Internet access by placing them on hold . The library staff will in turn process holds every morning on Monday, Tuesday, Thursday, and Friday by pulling the requested books off the library shelves, checking them out to the person requesting the books, and delivering them to homerooms.

DIRECTIONS

1. The MS/HS Library Catalog can be accessed at libraries.ccsd-k12.net. It can also be found under either the MS or HS CCSD Student Bookmarks tab in the top left hand corner of student chromebooks (CCSD Staff Bookmarks tab for staff) labeled “Cheektowaga CSD Library Catalog”. Click on the link.
2. Click on the link to the “Cheektowaga Central Middle and High School.”
3. Click on the “Login” link. Sign in with Google using your school gmail (Do not try to log in using your Follett Account because that will not work).
4. Once you are logged in you can search for items of interest by typing what you are looking for into the search box (located in the top center of the blue heading labeled search) by title, author, subject, or keyword. Click on enter or click on the magnifying glass icon. Once you search for something, you can filter your results in many different ways such as availability, author, subject, genre, format, Lexile, interest level, reading level, series, location, published, pages, and language.
5. If you logged into the library catalog, when you find a book of interest and click on it, you will see a “hold” button. You can hold items that are available and those that are not. Click on the “hold” button. The library staff will deliver the available books the following morning to the student’s homeroom and the unavailable books when they are returned.
6. Please do not hold more than two books as students are limited to checking out

only two library books at a time.

REMOTE STUDENTS

Remote students can also hold books and check out library materials from the MS/HS Library, but they must make arrangements with the library staff for when and where they would like to pick up the requested books. This suggested mode of communication for arrangements is by staff gmail. Mrs. Goodwin's email is cgoodwin@ccsd-k12.net.

EXCEPTIONS

1. If a student has an overdue book from one of our District libraries, the book hold will not be processed until it is returned, paid for, or replaced. Library staff will deliver a notice that includes the title of the overdue book to the student's homeroom notifying them of this.
2. If a middle school student requests a high school book, the book hold will not be processed until the student returns a signed parental permission slip giving their approval. The parental permission slip will be delivered to the student's homeroom so that the student is aware of what they need to do to check out a high school book.

RETURNING LIBRARY MATERIALS

1. The MS/HS library staff sends overdue reminder notice email to student gmail accounts at the beginning of every month.
2. All student library materials are due in 21 school days (approximately one month)
3. All library books can be returned to the library or District staff at any building. The staff will return the library materials to the library if the student is unable to physically come to the library to return.
4. When library materials are returned they will be quarantine for one week before being placed back on the shelves.

CONTACT INFORMATION

Mrs Colleen Goodwin, MS/HS Librarian, cgoodwin@ccsd-k12.net

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