



# District Library Reopening Guidelines

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**Fall 2020**

Reopening our elementary and middle school campuses for the 2020-2021 school year is one for the record books. COVID-19 and the problems surrounding this pandemic in Shasta County will forever change how students learn, attend school, and develop relationships in an otherwise protected environment. This guideline, hopefully, will create the safe operation of our libraries in meeting the literacy needs of teachers and students alike. Providing library services and materials to staff and students in the safest manner possible as campuses reopen are the top priorities of the CUESD Library Media Department.

## General Information

During the first trimester of 2020-2021, the libraries will be closed to student traffic. Library patrons in grades 2-8 will be provided a login for accessing our library cataloging system. This login will provide the student patron with his/her personal account information regarding overdue books, fines, and library book holds. This login will also empower each patron to search for reading material/books using filters selecting titles of interest and ATOS reading levels within our Accelerated Reading Program. Once a title(s) is selected, the library patron will place the book on hold. The librarian desk will receive the hold request automatically.

## Outstanding Library Materials

Books not returned to campus at the end of the 2019-20 school year have remained on patron accounts throughout the summer. Reminder notices will be sent home at the beginning of the new school year notifying families of the cost to replace the book if lost. Students with outstanding materials in their accounts can only check out the balance remaining in their accounts. (Two books maximum-one overdue/lost=one book.)

*Please note, due to the extreme circumstances surrounding this pandemic and providing library services to our Cascade students, the maximum number of books per qualified student will be flexible and more relaxed than in the past due to the quarantine status of a returned book if they are actively participating in our Accelerated Reading Program.*

## Curb-Side Service Option (Servicing students who choose to learn from home)

Students using this option for their education during the school year, will be provided with a library catalog login, personal account information, and the ability to search, hold, and acquire books. Once the hold order has been received and processed a notification email will be sent to the student/family. The books can be picked up before or after school on a day when the librarian is scheduled to be on the student's designated campus. The same library patron user policies apply as discussed previously.

[Click here to access the sign-off form.](#)