

CCSA LIBRARY POLICY (Rev. 1/7/2004)

Membership

1. All CCSA teachers and parents/guardians are eligible to obtain a library membership.
2. All CCSA students may obtain a library membership thru their parents/guardians.
3. Members are free of charge to borrow books.
4. Members who paid a non-refundable \$20.00 membership fee per semester (fall semester covers winter session and spring semester covers summer session) are free of charge to borrow VCDs/tapes. For the owners who lend VCDs/tapes to CCSA will get a discount on membership fee at a rate of \$1.00 on an increment of every 10 single items.
5. Members who did not pay the membership fee can rent VCDs/tapes at a rate of \$1.00 per movie and \$5.00 per set of TV series.
6. It is member's responsibility to take care of the items during the checkout periods.
7. Fill out and sign CCSA Library Membership Record form when checkout/due/renew items. The form can be obtained thru CCSA Library staff.
8. CCSA Library keeps the records for library maintenance and management only.
9. CCSA Library reserves the right to revoke the membership if the member does not obey the CCSA Library Policy.
10. All rights reserved. The VCDs/tapes and books, or any parts thereof, may not be reproduced, stored in a retrieval system, or transmitted in any form without the written permission of the publishers.

Ownership of VCDs/Tapes

1. All VCDs/tapes lent to CCSA are still owner's property.
2. The library staff will manage all collected VCDs/tapes.
3. Owner may affix VCDs/tapes with a label indicating owner's name/address before lending to CCSA.
4. CCSA will keep all collected VCDs/tapes on a semester basis unless otherwise requested by owner(s).

Checkout Procedure

1. Select the item and write down the item # from CCSA Library VCD Listing and Book Listing.
2. Provide CCSA Library staff a list of item #s that you want to borrow in school office on Saturdays (except school close). It is also acceptable to contact library staff by phone or thru e-mail.
3. Sign your name when you checkout, due or renew items.

Checkout Periods and Renewals

1. All books can be checked out for three weeks.
2. Two movies and one TV series can be checked out at a time.
3. Movie(s) can be checked out for one week. TV series 20 or more single items for two weeks, 30 or more single items for three weeks, 40 or more single items for four weeks.
4. All items may be renewed one time for one additional week if nobody is waiting for it.
5. The renewable item(s) may not be renewed if a hold has been placed on the item(s) or if it has already been continuously renewed one time.

Item Limits

1. In general, no more than 5 books, no more than three movies, or no more than one movie and one set of TV series can be checked out at a given time.
2. However, CCSA Library staff may set limits on the specific types of items, such as those in high demand, in order to ensure the maximum use and availability of those materials.

Fines and Fees

1. \$0.50 per movie per week and \$2.00 per TV series that are overdue.
2. Cost to replace the lost or seriously damaged materials plus a non-refundable \$3.00 processing fee.
3. Damaged page (such as marked, torn, removed page) \$0.50 per page.
4. Upon entering the membership agreement, in case of dispute about charge and reimbursement, members/owners agree to adhere final judgment by CCSA SEC without any further actions of any kind.
5. All fines and fees will go to CCSA, where it will be used to help for the VCDs/tapes/books maintenance and the new book order.

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