



CAC Continuity Plan - Library Update #2 - March 29, 2020

Dear CAC parents,

In order to continue to provide reading materials to our CAC families and to fight the spread of the COVID-19 virus, we are making changes to our library check out service.

Starting March 29, the CAC libraries will go to a curbside drop off-model, similar to what is currently being used by the teachers for learning materials.

Here is the procedure to order books for curbside delivery: [\(video tutorial here\)](#)

1. Visit [the library catalog](#) and choose your library (ES or MHS)
2. Log in with your CAC Single Sign-On.
3. Navigate to the "Catalog" tab.
4. Search for books by entering a title, an author, or genre
5. Choose a book from the results page, and click on the title to go to that book's record.
 - If your book is available as an ebook, click on "Open" and follow the prompts.
 - If your book is available in print, click on the "Hold" on the right side of the screen.
6. If the book is available, we will check it out to you and send it to the front gate for pickup between 12 and 3 pm.
7. If the book is checked out, you will automatically be added to the holds queue.

You need to place a hold by 8 am on the pickup day. We will keep your books by the front gate for 3 days only. After that, they go back to general circulation. The book carts will be available between 12 and 3 pm. The book bundles will be labeled and checked out to CAC members. This and returning books will be self-service.

There is a limit of 10 holds per patron and 25 checkouts total per patron. Books will be checked out for 2 weeks. Books can be returned to the book drop that will be by the front gate.

You can see the status of your holds by logging in to your division's library catalog with your single sign on, and clicking on "My Info." Please note that all parents are under the ES library, regardless of what books they have or what division their children are in.

[The library catalog](#) is open 24/7 and is full of resources to support your academic pursuits and leisure reading. You can explore all of them if you log in to your division's collection using your CAC Single Sign-On.



We have online reading options for all levels. Click [here for the ES library](#), and [here for the MHS library](#).

Yours in learning,
Josianne Fitzgerald and Nan Miller
CAC Librarians