

Welcome back to our library! We have worked very hard to maintain and build this expanding environment, and it is everyone's responsibility to keep things running smoothly. In order to make the most of our growing facility, we have outlined the rules and procedures in this handbook. Please read it carefully. We hope that our library is used appropriately and completely and encourage feedback to make our improving learning space even better!

Library Outline -- Overview

- All students will be issued a library number.
- Each student who wishes to use the library must return the library agreement form at the back of this handbook.
- Materials can be checked out for 2 weeks with a possible 2 week renewal.
- Fines will be assessed for overdue materials, damaged materials and lost or stolen materials.
- All students must be supervised by a staff member while in the library. The librarian will supervise during scheduled times. The classroom teacher will be responsible during any additional times.
- Materials checked out on a student's account are the responsibility of that student: **No Excuses... No Exceptions!!!**

Overall Library Conduct

- **Overall Rules** – The library is governed by the overall school discipline policy, however there are additional rules that must be followed to prevent damage to the materials:
 - No horseplay – running, jumping, chasing, etc.
 - No food, drink, or gum is allowed under any circumstances!
 - Quiet voices must be used. No loud talking will be permitted.
 - Handle materials carefully.
 - Ask for help if you cannot reach a book.

If these rules are broken the librarian has the right to send any or all students back to the classroom.

- **Supervision** – Classes will only be allowed into the library at pre-arranged times. All scheduled times will be supervised by the librarian. The classroom teacher may choose to have a planning period during this time. Classroom teachers may sign up for open times in the library, however the classroom teachers must supervise their classes during these extra times. ALL library times must be scheduled with the librarian. Individual children will be allowed to use the library during times that a librarian or classroom teacher is present only if they bring a library pass or a librarian helper pass.
- **Computers / Tables** - There are 6 computers and several tables for student and teacher use in the library. They can be used during scheduled times and on individual time with prior arrangement from the librarian.
- **Library Schedules** – Prearranged times take priority for the library space. If no arrangement has been made and there is a conflict with a class or individuals coming into the library, it is ultimately the librarian's decision which individuals can use the time.

Library Instruction

This year is an exciting time in the library! Each class will continue to have assigned library time, however this year there will be some structured class time within these blocks.

- **Grades K – 2** - Each of these classes will have 30 minutes in the library once a week. During this time a story will be read and time will be given for choosing and checking out books. Occasionally, there will be a short lesson or activity that will go along with the book for that day.
- **Grades 3 – 8** – Each of these classes will have the opportunity to have 45 minute blocks in the library. During this time the librarian will teach a short lesson on library and/or research skills. The students will also have time to read for their AR tests, use the computers to take AR tests, and check out books. There will be no testing or grades for the library classes, however there will be written activities and occasional homework. The work done in the library will be integrated into the student's language arts class.

Library Procedures

- **Library Cards** – Library numbers will be assigned to each student at the beginning of the year. Physical cards will not be issued this year. Each student number will be available at the check out desk. Any material checked out on a student's number is the responsibility of that student!
- **Check out** -- General circulation materials are allowed to be checked out for two weeks. Unless the student renews the book, any materials out past the due date will incur overdue fines. Upper school (grades 5-8) will be allowed 5 books on their record. Lower school (grades K-4) will be allowed 3 books on their record.
- **Reference Materials** – All reference materials are not allowed to leave the library. These are encyclopedias, dictionaries, and other informational texts that are marked with a “Not to be taken from the library” spine label.
- **Renewal** – There is an allowance of one renewal on all materials. This renewal will extend the due date for two more weeks. After the additional two-week renewal the book will be overdue and fines will be assessed.
 - ❖ NOTE: If there is a reserve on the book a renewal will not be allowed. Be sure to request a renewal before the due date so that overdue fines are not assessed if renewal is not allowed.
- **Due Dates** – When all materials are checked out a date due sticker will be adhered to the back of each. It is the student's responsibility to return the materials on time or renew them if more time is needed.
- **Notices** – Overdue notices will be sent home the day after the due date if the materials are not returned. Fine notices will be sent shortly thereafter.
- **Searching** – This can be done in the classroom or in the library through the Athena program. Quick step instructions for Athena are listed below. The search system is still “in process” so please be patient if it does not run as smoothly as you expect. If you have any questions the librarian will be able to assist you.
 1. Enter Athena via your desktop
 2. From the welcome page select the search button from the upper right of your screen.
 3. Type in the subject, author, or key words and click the corresponding button. If you want a broader search simply click the search button.
 4. Click on gray bar of the title to display the full record.

Fines for Library Materials

Monetary fines will be assessed for overdue materials, damaged materials, and lost or stolen materials. Fines will be automatically assessed on the student's number and notices will be sent home through the homeroom teachers. The students will not be allowed to check out any additional materials until the fines are paid, and the student's report card will be held each quarter for fines owed.

- **Late fines** -- If materials are not returned on time there is a 20¢ a day fine. This fine will only be assessed for 5 days. If the materials are not turned in at the end of the 5th day they are considered lost and the student will be responsible for the full replacement cost of the materials. If the materials are returned after the 5th day the student is responsible for the \$1.00 late charge plus \$5.00 a quarter up to the replacement cost of the materials.
- **Lost or Stolen Materials** – When materials are checked out on a student's account they are the responsibility of that student with NO EXCEPTIONS. If the materials are lost or stolen it is the responsibility of the student to pay the full replacement cost of the materials.
- **Damaged Materials** – When a student checks out materials from the library it is their responsibility to take good care of them. Wear and tear is expected on library materials, however additional damage done to materials will incur a reasonable charge for repair on the student's account. The definition of damage includes torn pages, graffiti, chewed covers, stains, and any other cosmetic defects that occur while the materials are on loan to that student. The damage fee is the student's responsibility regardless of how the damage was done. If there is existing damage, it will be noted and the student will not be charged. All materials will be inspected.

Library Agreement

Please fill out the bottom half of this sheet. After you read the handbook this is your statement that you agree to the terms of the library and understand your and your child's responsibilities as library patrons. Each child will fill out an agreement.

No library numbers will be issued until the signed agreement is returned.

Student's Name

Grade

Homeroom Teacher

I have read and understand that my child is responsible for any and all materials that are loaned on his/her library number, no matter what the circumstances. I, being a parent or guardian of this child, will reinforce his/her responsibilities by encouraging the proper care of the materials loaned and their timely return. I also understand that there are penalties for late or damaged books, and my child will be fined if circumstances warrant.

Parent/Guardian Signature

Date

I have read or have had this handbook read to me and I understand my responsibilities as a library patron. I understand that any and all materials checked out under my number are my responsibility, no matter what the circumstances. I also understand that there is a time limit on all loans and if I do not return the materials on time I will be assessed a fine. I agree to treat the materials respectfully and understand that if there is any damage done while the materials are in my possession I will have to pay to have the materials repaired.

Student Signature

Date