

## Teacher Orientation to Library

- Welcome
- The Library Schedule
  - Morning, Lunch, Afterschool
  - Pass Schedule around
- Format of Library
- Rules in the library: The 5 library rules plus one
  1. No food and drinks in the library.
  2. Whisper and use inside voice when talking.
  3. Students are not allowed to play or loiter.
  4. Place books in the Books to Return box, and not back on the shelves.
  5. Respect librarians, teachers and students.
  6. Return you books on time.
- Only 15 students in the Library at a time. Close the door once it is full.
- Checking out Books:
  1. Students:
    - K-1 book, 3 days, at 2<sup>nd</sup> Term
    - 1<sup>st</sup>-4<sup>th</sup>, 2 books, 1 week
    - 5<sup>th</sup>-6<sup>th</sup>, 3 books, 1 week
    - Kids who do not return books cannot check-out another book.
  2. Teachers/Staff:
    - 10 books, 2 weeks
    - Class projects

-All teachers/staff need to check out books.

-Make sure your fellow teachers check out the book, do not just hand them a book or give them permission to take it without signing it out.

-Return the books on time. We should not have to look for you.

-Report damaged books when returning them.

### 3. Things to keep in mind

-There is no one staffing the library at all times. Please do not send students to library without prior arrangements.

-Teachers who bring their students into the library need to keep an eye on kids who might try to steal books by throwing them out of the window to pick up at a later time.

- Review Book Etiquette
  1. Wash your hands before reading a book. Clean hands = clean books!
  2. Keep food and drinks away from books.
  3. Turn pages from the top corner.
  4. Do not write or draw on the pages of a library book.
  5. Do not take books out in the rain, even if you have them in your backpack.
  6. Mark your place in a book with a bookmark. Don't fold the pages of a book.
  7. Carry your books in your backpack or bag. Water bottles should not be in your backpack with your books.
  8. Keep your books in a safe place at home, where little brothers, sisters, or pets cannot touch them.
  9. Do not bend the cover of a book backwards. Do not lay books face down when they are open.
  10. Return your books to the library on time.

Teachers who are not going to be working in the library can return to their classes.

## II. Teachers Assisting in the Library:

- Review Student Librarian responsibilities
  1. Show up for your shift on time.
  2. Put on your library badge and return it to the drawer at the end of your shift.
  3. Help students and teachers find books.
  4. Spend 5 mins. Sweeping and dusting.
  5. Return books to their sections from the Books to Return Box
  6. Check books In and Out to students and teachers.
  7. Tidying the shelves
- Teacher Responsibilities

-Showing up for your shift in the library

-Keys for teachers working in the library will be found in Mrs. Jarvis's Office

-When you cannot make it please ask another teacher to fill in for you or at least get a note to the student librarians who will be waiting for you. The librarians are asked to look for you and wait 10mins but if you do not show they will leave. If your student Librarians do not show us please let Mrs. Christopher or Ms. Howe know.

- How Teachers can be of Help in the Library:

1. Help librarians develop their leadership skills

2. Assist librarians in the following situations

- too many kids needing to check books out

- student librarian is not managing well at all

3. Do not leave children without supervision in the library. Even the librarians cannot be left to supervise the library alone.

4. Please do not take calls while working in the library.