

## **LIBRARY PROCEDURES**

## **4<sup>th</sup> – 6<sup>th</sup> Grade**

Arrive 15 minutes prior to your scheduled volunteer time and get the library key from the school office front desk (if the library is already open, the office will let you know). Open the library and turn on the lights. Turn on all four computers (if not already on) and start up “LibraryWorld” on each. Please refer to “Library Computer Procedures” if you need help.

Go to the classroom to pick up the first group. Walk the kids quietly to the library. Remind them of the behavior that is expected and that if they don’t cooperate after one warning, they will be sent back to their teacher in the classroom. Ask whether any of them are going to renew their book for the next week instead of taking out a new one. If renewing, have them sit at a table with their book and read until they are called up. If they are returning their book, have them place their books in the “return” basket located on the desk and have them sit down and wait for further instructions.

One volunteer will check these books in the computer. Again, please refer to “Library Computer Procedures” if you need help with the computer check-in. (note – if you encounter any problems with the computer, please stack the books on the desk with a note regarding the problem. Do not reshelve any books if they have not been checked-in the computer).

The other volunteer will work with the kids who are not renewing. Have them sit down until they are quiet. Instruct the kids on what type of book to look for if the teacher has been specific and give any other instructions. Remind them that they can use the three extra computers to research library books. Once you are done talking, they can get a white marker and start looking for their book to check out. Markers are used to mark the place that a book is removed from a shelf. It ensures that the child will place it back in the correct spot if they do not want to check it out (this happens A LOT and can cause many incorrectly shelved books if the markers are not used!). They can return the markers to the box when they’ve made a final decision on which book they want (about 10 minutes to look for books).

When they have chosen a book, have them line up single file with their books at the desk by the computer. As each child is finished having his/her book entered into the computer for check out, they will sit at the tables and read. When all kids have checked out their books, have the kids with renewal books come up and renew their books in the computer. Please refer to “Library Computer Procedures” if you need help with the computer check-out or renewals.

The kids should be sitting at the tables until all the books are checked out or renewed.

## **LIBRARY PROCEDURES**

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### **4<sup>th</sup> – 6<sup>th</sup> Grade, Cont.**

Explain the assignment for the day and have them proceed with the assignment until finished (about 10-20 minutes). If there is no assignment given by the teacher, the kids can do either silent reading of their book for the remainder of the time or you may want to see how much they know about how the books are shelved (they can practice shelving fiction alphabetically, non-fiction numerically, etc. ). They should also be taught how to research items in the computers to find books on topics of interest or assigned items. Please refer to “Search for info” in the “Library Computer Procedures” for help on this.

When time is up for the first session, have the kids push in their chairs, pick up their belongings and books, and line up at the library door. Walk them back to their classroom or designated room per the teacher’s instructions. Repeat the process with the second session of kids.

Before closing the library and locking the doors, please make sure to reshelv all returned books or any books that are left out on tables or cabinets. This can also be done while the kids are working on their project.. Referencing the spine labels, shelve fiction books alphabetically by author and then title. Non-fiction book are shelved by number (on the spine), then author and then title. All primary grade library books will have a red “E” sticker on the spine of the book and should be shelved in the primary grade library. If not, the book belongs in the main library. Straighten up the tables and chairs, return supplies to their places, turn off computer(s), turn off lights, close and lock doors and return the key to the school’s front office.