

LIBRARY PROCEDURES

Kindergarten –3rd

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 both the primary grade and upper grade (where the computers are located - hereafter referred to as “main” library) libraries and turn on the lights. Turn on the main computer (by the window) in the main library and start up “LibraryWorld”. Please refer to “Library Computer Procedures” if you need help. If the 3rd graders have learned to research library items in the computer, please turn on the extra three computers for them to do so.

****NOTE:** some parent volunteers in the younger grades prefer to pick up the returned library books from the classroom when they pick up the key (rather than the kids bringing the books with them). That way they can check in the books before getting the kids and both volunteers can oversee the book selection process. It’s up to you!

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. Upon arriving at the primary grade library, 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 the tables in the main library with their book and read. If they are returning their book, have them place their book in the “return” basket located on the piano in the primary grade library and have them wait for further instructions (see note above about returning books).

One volunteer will go to the main library computer to check in the returned books and keep an eye on the kids who are renewing (and should be reading quietly). 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 them).

The other volunteer(s) will work with the kids who are not renewing. Have them stand next to the table in the primary grade library 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. Around holidays, you may want to direct them to specific books on that holiday. The books have holiday stickers on their spine (i.e. Christmas, Halloween, Valentines, etc.). 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 a big mess 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). 3rd graders can go in the main library in small groups to research specific types of books on the computer if they choose. Some 3rd graders are ready to read books in the upper grade library – just make sure the book is at their reading level.

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When they have chosen a book, have them line up single file with their books at the computer in the main library (for younger kids, the computer volunteer will come and get them from the primary grade library in groups). As each child is finished having his/her book entered into the computer for check out, they will sit at the tables in the main library. 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.

*****NOTE:** Some parents choose to read to the kids before allowing them to choose books. They have found that it calms them before letting them loose to pick out their books. Whatever you do is entirely up to you!

The kids should be sitting at the tables until all the books are checked out or renewed. When finished, have the kids leave their book on the main library tables, push in their chairs, and take them back over to the primary grade library. The kids will need to sit on the floor by the back closets facing the table to listen to a story book (10-15 minutes for a short story, more if time allows). You can read to the kids in the main library instead, if you choose! If 3rd grade has an assignment to work on, they should remain at the tables in the main library to do so.

When time is up for the first session, have the kids line up at the primary grade library door, go back into the main library to pick up their books from the table, and line up at the main 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 have been left out on tables or cabinets. This can also be done by other volunteers while the story is being read. Referencing the spine labels, shelve fiction books alphabetically by author and then title. Non-fiction books are shelved by number (on the spine), then author and then title. All primary library books will have a red “E” sticker on the spine of the book. If not, the book should be shelved in the main library in the same way. Then straighten up the tables and chairs, return supplies to their places, close any closet doors, turn off computer(s), turn off lights, close and lock doors and return the key to the school’s front office.