

# LIBRARY USE FACT SHEET 2013-2014

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## TEACHER USE OF THE LIBRARY

### **SIGNING UP TO USE THE LIBRARY**

Sign-Up Genius is used to display available times for you to bring your class into the Library. Automatic email invitations are sent out when the Library Master Schedule is updated. There is a link to Sign-Up Genius on the Teacher Resource Page on The Martin Sleeper Library website.

When signing up for a time, please keep in mind the following:

- Book Borrowing - Sign up at least one school day in advance. Since K-3 classes already have weekly scheduled times, book borrowing times on Sign-Up Genius are primarily intended for Grades 4-8.
- Co-Teaching and Instruction - Curriculum and research projects in the Library require planning with me at least one to two weeks in advance. Signing up for a date and time in the Library is part of our planning.

## EXPECTATIONS

Teachers accompany their class to the Library. The Library Program provides for a literacy and research partnership, it is not a drop-off program.

## BOOK BORROWING

The loan period for teacher-borrowed books is four weeks. Overdue notices are emailed on a regular basis. If a library book is damaged or lost, there is a replacement cost of \$10.00 for paperbacks and \$20.00 for hard cover books. Checks are made payable to the "Runkle PTO/Library."

## RUNKLE BOOKROOM

The Bookroom with its collection of resources for *Guided Reading* is located in the Library. Teachers have access with their security card or fob before and after school hours as well as during school. A dedicated computer is available for teachers to sign out books borrowed from the Bookroom. Teachers are also responsible for checking in and re-shelving the books from the Bookroom.

## LIBRARY INTRODUCTION - START OF SCHOOL

At the start of each school year, all K-8 classes have a brief introduction to the Library before regularly scheduled classes. Sign-Up Genius is used to display available times for you to bring your class into the Library for this. In early September there is a link to Sign-Up Genius on the Teacher Resource Page on The Martin Sleeper Library website.

## SUMMER READING PROGRAM

- In June, Summer Reading Lists and forms are published and distributed to students
- Summer Reading lists can be found at <http://brooklinesummerreading.weebly.com>
- Students going into Grade 1 through Grade 6 use a Summer Reading log form to record their summer reading. If misplaced, these forms will be available at the start of school.
- Students going into Grade 7 and 8 use the online *NoodleTools* application to record their Summer Reading log
- Incoming kindergarten students will be invited to participate during the first week of school
- Reading logs are due before the end of September; the actual date will be posted on the Runkle Conference

## CLASS PROJECT DISPLAYS

The Library invites teachers to request Library space throughout the school year to display classroom projects and classroom-library projects.

## LIBRARY HOURS

- During the school day, the Library is open for scheduled classes
- Every morning, the Library opens at 7:45am
- Afterschool hours are:
  - Monday and Tuesday until 2:45pm
  - Wednesday and Thursday until 3:00pm
- On Friday, the Library closes at 1:40pm per the District hours policy
- The library may be closed at times for meetings
- Students must be supervised in the Library at all times

## STUDENT USE OF THE LIBRARY

- Students come to the Library with their teacher and class during scheduled class times
- Before and Afterschool use:
  - Grades K-3 must be accompanied by an adult
  - Grade 4-8 independent use of the Library

## EQUIPMENT

Items available for sign-out include:

- Listening Centers
- Overhead Projectors
- Projection Screen

## MARTIN SLEEPER LIBRARY ONLINE

Teachers and students can access information about the Library from school or from home. The web address is <http://martinsleeperlibrary.weebly.com> Some of the important areas include:

- Teacher Resource Page
- Destiny Catalog
- eBooks
- Electronic Resources and kid- friendly websites
- Audio Books

