

# Stinson Middle School Library Procedures 2019-2020



## Library Hours and General Information

The library will be open from 7:55 a.m. to 4:00 p.m. Monday through Friday unless otherwise posted or announced for meetings or special events.

## Sending Students to the Library:

- Students may come to the library before and after school without a pass.
- At any other time throughout the day, students must have a pass to come to the library.
- The library will be open during various lunch periods each day. There is a sign posted in the cafeteria, with that week's schedule and library passes are given to the lunch teachers on duty.
- Throughout the day, students may come **two** at a time for 10 to 15 minutes on green library passes. **Please make sure you have put all the students' names on the pass.**
  - **The librarian will be unable to sign each student's pass, especially while teaching a class.**
  - **Students should sign in & out of Ntime to document that they were in the library, they may also use the timestamp to punch their passes when they leave.**
  - Please send students for checking out or returning books, to use the library computers for research or a project, or if they need to finish a test or otherwise work independently away from the rest of your class.
  - Please do not send them because they are misbehaving or disrupting your class or because they finished their work and want to play games on the computers.
- **Printing: Students may print in black and white ONLY in the library. The color printer is not installed on the student stations. If you are requiring that they print in color they must do it at home or share the document with you for you to print for them.**
- Larger groups should be accompanied by the whole class and teacher. Please do not send your class to the library and meet them there 15 minutes later.
- Students may be sent back if we lack space or computers for them.
- Misbehaving and off-task students will be sent back to class after 1 warning. The librarian will do her best to notify the teacher when a student is sent back to class for disciplinary reasons.

## Supervision:

Teachers are required to supervise their classes in the library. Monitoring student computer and Internet use is part of teacher supervision.

## Entering and Exiting the Library

Please have students only use the main library doors for entering the library, students may exit the library through the side doors. The side doors will be locked from the outside at all times.

Teachers may enter and exit the library from either door, but remember the side doors will remain locked.

### Substitutes:

Students tend not to stay on task in the library when supervised by a substitute. Please do not schedule a library day when you know you will be absent, unless you have made prior arrangements with the librarian to assist with the lesson. For unexpected absences, please schedule an alternate activity in the classroom, if possible.

**Substitutes should not send students to the library on a pass without prior authorization from the librarian. Please make note of this in your sub plans!**

### Scheduling the Library

Any teacher or staff member who needs to use the library for classes, meetings, or special events may check for availability on the Library Google calendar which has been shared with you, and is also available for viewing on the library website at [stinsonlib.weebly.com](http://stinsonlib.weebly.com), and then email [Paige.Fosmire@nisd.net](mailto:Paige.Fosmire@nisd.net) to schedule your class, meeting, or event. **The library will be open before school beginning the second week of school.**

Please follow these guidelines when scheduling the library:

- Teachers may sign up for a portion of the class period or the whole class period according to their needs.
- If there is a class already scheduled in the library for research or a lesson, the library can accommodate another class that wants to check out books, but they will need to respect the other class by using appropriate library etiquette.
- **If the library is to be used for meetings or special events before or after school, please schedule these events with Paige Fosmire as well.**
- If you are using the library for a meeting or special event before or after school, please return the library to the condition it was found in. **This includes moving all tables and chairs back to their original position, picking up all trash, and wiping up any spills or messes.** If you need assistance moving tables or chairs, please make arrangements with Gilbert ahead of time.

### Other Library Services (please provide advanced notice)

- If an entire grade level is working on the same topic, your librarian will gladly pull the books for you to bring your class to the library for research purposes or to rotate the cart among the grade level teachers. This way the books will be available for everyone who will need them.
- The librarian can also curate resources for special projects or units for your classes. This might include a mix of media (digital resources, ebooks, print books, websites)
- The librarian is available to teach or help teach lessons on:
  - How to use the online catalog effectively
  - Research documentation (citation instructions); this can be modified for: Current events, print materials, Internet and databases
  - Search engine tutorial: reliable vs. unreliable sites, spotting fake news, etc.

- Digital Resource use: general usage or in-depth for a particular digital resource
- The librarian is available to help brainstorm ideas and/or collaborate on lessons that may include library resources or activities including maker spaces and BreakoutEDU lessons.

### **Materials Checkout for Teacher Use**

Teachers may check out videos and books for extended periods of time for classroom and personal use. There is no deadline on checkout unless another patron requests the material. All materials are collected at the end of the school year for inventory purposes.

There is an area set aside for staff use where "professional" materials are located. In the catalog professional materials are indicated by the prefix "PROF" in the call number.

\*The library does not provide batteries for remotes. Check with your department coordinator for batteries, or if there are technology funds available our TSS, Myra, may have batteries available.

**\*If the librarian is not in the library, please do not take equipment or books without letting her know. If you will leave a note telling what you need, she will get it to you ASAP. If you MUST take an item before she returns, please write down the barcode located on the front of the book or DVD (usually starts with 500500 and says Stinson Middle School on the sticker) and leave it on the librarian's desk with your name. OR if you are familiar with self-checkout, you are welcome to check an item out to yourself in Destiny Library Manager.**

### **Library Resources:**

Teachers need to be familiar with the library and computer lab to be able to assist students needing help. Mrs. Fosmire will be happy to walk you through the basics of the library, how to use the catalog, where the books are located, and use of the computer resources.

### **General Student Procedures**

- Students will sign in and out of N-Time when attending the library on a pass
- 3 week checkout
- 3 item limit
- Students will have to pay for lost or damaged books.
- Students with delinquent accounts may not be able to check out books, until they have cleared their account.