

# SLUSD Elementary School Libraries Handbook



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## **1.0 - Operations**

### **1.1 Facility Use Policies Before the School Day (7:45-8:10)**

1. Open – all elementary school libraries are open at 7:45 and are available for student drop in for grades 2-5.
2. Students do not have to be accompanied by a parent or teacher.
3. Students may use the technology available or check out books.
4. Once student are dropped off in the library they may not leave until the first bell rings.
5. Students must follow the behavioral guidelines of the library at all times.

### **1.2 Facility Use Policies During the School Day (8:10-3:30)**

1. Only one class is permitted to visit the library at a time
2. Teachers must sign up with library personnel in advance
3. Please coordinate in advance with the library media specialist for all library visits
4. No food or drink is permitted in the library at any time
5. Teachers should avoid sending students to the library during class time unless the visit is pre-arranged with the library media specialist
6. Users must follow all posted guidelines
7. Teachers may sign up to bring their class either in person with the library media specialist or they may fill out a request online.
8. Each teacher may schedule a visit at least once every week or two weeks.
9. Wednesday schedule is flexible and up to the library multimedia specialist's discretion.
10. Teachers must give the librarian at least a 24-hour notice if the class cannot make their scheduled visit.
11. Teachers may sign up to bring their class either in person with the library media multimedia specialist or they may fill out a request online.
12. Each teacher may schedule a visit at least once a week (excepting Wilson and Jefferson each class will visit every week and a half). Wednesday is flexible and up to the library multimedia specialist's discretion.

### **1.3 Facility Use Policies After the School Day (3:30-5:00)**

1. All elementary school libraries will be open for students grades 2-5 from 3:30-5:00 Monday through Thursday. There will be no after-school hours on Fridays.
2. There will be no after school hours in elementary libraries on early release days. Parents/guardians must check the calendar to make sure the library is open after school.
3. The after-school hours are limited to 20 students each day and are by sign up only. Parents/Guardians may sign up for 2 days each week by filling out the online form by 1 o'clock the day before. The form for signing up will be published on the school's website.

If you have not signed up, you may not use the library after school. At the time you sign up, you will provide the name of the person who will pick the student up. The student will not be released to anyone other than who the parent/guardian has designated in a written email.

4. Students who sign up and attend the after-school hours in the library must stay the entire time in the library. They are welcome to use the technology and browse the collection.
5. Students may go to the bathroom in pairs. They will adhere to a sign out and sign in protocol.
6. Students are expected to follow all rules of behavior and all library policies. Failure to do so will be cause for loss of after-school privileges.
7. Materials may not be checked out after school, but may be reserved and the next day will be checked out and sent to the students' classroom.
8. Parents and/or designees whose name has been provided, must pick up their children from the library on time and must sign them out. Late pick up will result in loss of after school library privileges.

## **2.0 Circulation**

### **2.1 Borrowing Rules for Staff**

1. Teachers and staff may check out an unlimited number of books at any time.
2. Teachers and staff may keep books as long as needed, but it is encouraged that teachers and staff return books when the books are not needed anymore.
3. Students may check out 3 books at a time.

### **Overdue Books**

Teachers and staff are exempt from overdue books.

### **Renewals**

Teachers and staff are exempt from renewals.

### **Lost or Damaged Books**

1. If a book is lost or damaged, the book must be paid for.
2. Payment for a lost book is reimbursed should the book be found and returned in good condition.
3. Damaged books should be brought to the library multimedia specialist for assessment and repair.
4. These items should not be repaired at home.

### **2.2 Borrowing Rules for Students**

1. With the approval of teachers, students are allowed to check out a maximum of three books per library visit. The loan period is two weeks.

2. It is encouraged that students return their books the day before their scheduled class library visit.
3. All students are eligible to borrow materials unless they have lost or overdue books, have purposely damaged materials, or their parents or guardian has requested borrowing privileges be withheld.

### **2.3 Overdue Books**

1. Overdue reports will be sent each week to the students' teachers (via email or school mailbox) for him or her to conference with students about late materials.
2. No fines will be issued for overdue library books.
3. Students will not be allowed to checkout other books until the overdue material is returned.

### **2.4 Renewals**

1. Students may renew their books for another two week loan period, unless the book(s) has been requested or is a high demand item.
2. Students must bring the book(s) to the librarian to renew it.

### **2.5 Lost or Damaged Books**

1. If a book is lost or damaged, the book must be paid for before additional books can be checked out.
2. Students' parents are responsible for paying the average replacement cost of each book lost or significantly damaged.
3. Payment for a lost book is reimbursed should the book be found and returned in good condition.
4. Damaged books should be brought to the librarian for assessment and repair. These items should not be repaired at home.
5. Any student with financial constraints should see the librarian about other means of paying off the debt.

## **3.0 - Collection Development**

### **3.1 Approvals**

All books purchased for the elementary libraries will be reviewed, chosen and/or approved by the District Librarian.

### **3.2 Recommendations**

Library multimedia specialists may suggest, recommend, or request the District Librarian purchase certain titles.

### **3.3 Reviewed Journals**

District Librarian regularly uses approved journals of School Library Journal and Kirkus Reviews for collection development.

### **3.4 Collection Analysis**

Each year the collection of each school is electronically analyzed via Follett Titlewave Collection Development software for collection balance, copyright balance, and collection needs.

### **3.5 Weeding**

Each year each library will weed according to the standard weeding guidelines and under the supervision of the District Librarian.

### **3.6 Inventory**

Each library will be inventoried at the end of the year in order to maintain an accurate database.

## **4.0 - System Administration**

### **4.1 Library Software**

All elementary libraries will use Companion Corporation's Alexandria software in the libraries for circulation software. The system is cloud based.

### **4.2 Union Catalog**

All libraries are part of a union catalog therefore students have access to interlibrary loan from all elementary schools in the district.

### **4.3 Textbook Tracker**

All elementary libraries have access and will use to Companion Corporation's Textbook Tracker software.

### **4.4 Inventory**

All elementary libraries will conduct textbook inventory at the end of each academic year.

## **5.0 - Program and Events**

### **5.1 Curriculum**

All elementary library media specialist have access to the complete Elementary Library Curriculum. This curriculum has week-by-week activities and lessons for grades 1-5.

### **5.2 Programs**

All library multimedia specialists will plan monthly activities around certain key dates and occasions that have been set by all library staff.

### **5.3 City Library**

In partnership with the city library, library multimedia specialists will meet with city librarians during the course of their regular monthly meetings and plan events and the acknowledgment of certain key dates and/or events.

## **6.0 - Facility Use Outside Agencies**

### **6.1 Outside Agencies**

Use of the library by any group whether on or off campus must be registered on the Library Event Calendar, which is accessible to all principals and office managers.

### **6.2 Scholastic Book Fair**

Scholastic Book Fairs will be held twice a year in elementary libraries, once during the week of Back to School and once during the week of Open House. Principals and parent groups will coordinate the closure of the library with the District Librarian, the event will be entered on the Elementary Event Calendar.