

# **LIBRARY**

# **PROCEDURES**

***Always remember***

you are learning and practicing  
these rules and procedures.

You will make some mistakes  
but you will get better and  
better at doing them.

## Before School

1. Library opens at 8:50am.
2. Return to class at first bell
3. Follow procedures for check in and check out

## After school

1. Library closes at 3:50pm.

## Returning books to the library

1. You can bring your book to the library in the morning, during library time and after school.  
YOU DON'T HAVE TO WAIT UNTIL YOUR LIBRARY DAY. Check them in by yourself at the 'check in computer' and put them on the shelf they go on. (Thank you!)

## Entering library - the library is always a calm place

- Walk Quietly with whisper voices. Other students may be reading or studying.

## For class time

1. Sit in your assigned seat if you are not checking in a book and it's class time.
2. Show ready: sitting on pockets, folded arms or arms on table.
3. Students can whisper to neighbors or read a book at the table until the librarian arrives at the learning area.

## 'Show Respect' when librarian comes to learning area

1. Follow the prompt to show ready.
2. 3-2-1-Look, listen,Voices off and close your books.

## Assignments or projects

1. Put your Name and teachers name on your paper.
2. If you need to leave your assignment, put it where the librarian asks.

## Answering questions during lesson

1. Always remember you are here to learn; you don't have to know the answers if called on, but I do want you to try.
2. Mrs. Olsen may ask someone the question that doesn't have their hand raised.
3. Respect others by looking at the person chosen to speak, listening and voices off.
4. Adjust in your chair if you need to see the Librarian, student or teaching material.

## Asking a question

1. Always raise your hand if you have a question.
2. Do not leave your chair to ask the librarian a question unless it's an emergency.

## Respect school property

1. Keep the four legs of your chair on the floor - sit safely
- 2.

## Book Care

3. Set books down and hold them appropriately.
4. Turn pages by the outside corners.
5. Use bookmarks to save your place.
6. Use shelf markers to mark where the book goes that you are looking at.
7. Take care of your books by where you read them, how you store them, hands clean and what you are doing while reading.
8. Return books on time so others get a chance to enjoy them. Graphic novels are to be returned in one week.
9. If books need a repair, put books in the book doctor basket after you check them in.
10. Take books that you checked out to Mrs. Olsen if they have water damage or their spine is broken while you had the book.
11. Some of the shelves have a picture of how the books need to be placed on the shelf so they can fit and not get ruined. Please put them that way. Thank you!

## When I need your attention

1. I will count down, 3-2-1 and snap. You will respond with look, listen, and voice off while showing the action.
2. I will say 'Show me ready'. You will immediately stop and show look, listen, Voices off and books closed.
3. I will say "Show respect" which you will immediately stop and look, listen and voice off.
4. I will say "class, class" to which you respond, class, class. You will look, listen and voice off.

Finding and Checking out books is only for 10 minutes-this time will be reduced if students are not checking out.

All libraries have whisper voices

1. Show ready for whisper check out and have your area cleaned up to be excused, folded arms, sitting in a chair and voices off.
2. Librarian will excuse you one table at a time or it may be the whole class to find a book, when you are showing ready.
3. When excused, silently tuck the chair under.
4. Silently pick up a shelf marker from the cart, if needed.
5. If you need to ask a question use whisper voices. Remember, if your throat is vibrating, you are not whispering.
6. When you find your book: replace the shelf marker, park the stool where it goes and come immediately to the circulation area to check out your book.
7. Line up at the circulation area on tape while still having a whisper voice.
8. Check out books at the circulation desk with the librarian OR check out by yourself if you are in grade 3-6 and know how to check out. 1-2 grade come before or after school to learn how to check out.
9. If you have a question for the librarian during this time, you will need to be in the checkout line to ask it. **If you feel like you need to throw up**, grab the garbage can by the exit door and go to the bathroom. **Do not stand in line to ask. Go straight to the bathroom.**
10. If you need your answer right now, ask another student with a quiet voice.
11. Checkout appropriate amount of books for your grade.  
First day we only check out one book. This leaves a good choice for all students that come through the week. Amount of books are posted by the entrance door.
12. You will need to return books to get more books.
13. When you check out a book, you can sit on soft chairs, or tables reading with whisper voices.
14. If you do not check out a book, you will follow procedures: Activities to do if you cannot checkout a book or prefer not to (This is on following page)
15. You are not to be in Mrs. Olsen's office areas unless told to get something there.
16. **DO NOT CHECK OUT BOOKS ON YOUR ACCOUNT FOR FRIENDS.**

## Activities to do during checkout.

When Mrs. Olsen calls you back to learning area all activities are finished.

If you cannot check out a book, want something else to do after you checked out a book or prefer not to get a book.

- A. Write a thank you note in letter format. Get a great feeling about yourself! (letters in student activity center). if you put it in the mailbox to be delivered, make sure it has their full name and teachers name.
- B. Write a poem and put it in the Providence elementary poetry book.
- C. Write a complete sentence with a word you pick out of the intelligence jar. Leave on Mrs. Olsen's desk to get treats next week.
- D. Take care of your library by wiping table tops. Get wipes from Mrs. Olsen.  
2 tables=one treat.
- E. Take care of your library. Wipe 5 chair=one treat
- F. Wipe all the book covers that are on a shelf. Mrs. Olsen will tell you what shelf. Get two treats.
- G. Dust tops of shelves. 5 tops=1 treat. Get duster from Mrs. Olsen
- H. Wipe shelves. 4 shelves=1 treat
  - I. Read for the whole 10 minutes of check out time. 1 treat.
- J. Do a Reading Counts quiz. Get a treat.  
Show Mrs. Olsen the quiz.
- L. Fix a shelf of books. Spines facing out and right side up. Take books out that don't belong. Get two treats
- M. Write down two library procedures using complete sentences and good handwriting. Get a treat.
- N. If you signed up for book doctor, do it now.  
Kindergarten, 1st and 2nd grade-find books to send to the book doctor.  
3rd-4th: tape ripped pages.  
5th-6th: repair bindings and other library needs.

**All book doctors get to be on the book doctor list and in the yearbook.**

**Please write down how many books you repaired each time you came in.**

P. Adopt a shelf and take care of it. Get your picture in the library yearbook.

Q. Read a book from the author and illustrator's birthday calendar.

Get a treat.

T. Look at the students' choice Genre book. Tell Mrs. Olsen what your favorite was. Get a treat.

U. Read a book from the everyone section with a friend. Get a treat.

V. Prepare a book talk for next week.

W. Help a student with Destiny Discover. Receive a treat.

X. Put away 5 books=1 treat

Y. Recommend a book to receive a candy. Ask Mrs. Olsen for a recommendation sticker.

## Last call to check out books

1. Librarian will say “the last call for checking out”, or a sound will alert you, which is 5 minutes before lesson time. If you get in line at the 5 minute mark, it won't be guaranteed that you can check out a book. If time runs out, you will need to put your book back on the shelf.

## If you check out a 'book talk' book

You get to ring the bell and everyone says “Now you're booking!”

## Lining up to return to class

Leaving the library, cleaning up tables, under chairs and tables. Chairs and tables in order in 10 9-8...

Students Standing by their chairs with voices off.

When excused-Line up facing the teacher while keeping voices off. If voices are on, you go back to the table.

## When Behavior is not appropriate

1. As a class you may sometimes need to regulate. The librarian will guide this.
2. If there is only one student who needs to regulate, the librarian will have you go to the moments chair. Which will be by the double doors.
3. The rules at the door are face forward, don't move the chair, don't play with the door latch and keep voice off. When you follow those rules, Mrs. Olsen will invite you to join the class again. If you don't you will get a library report to do.

## Behaving like you are at recess during library time.

1. Automatically come and **stand silent** by the circulation desk until the librarian tells you to return.
2. **Lose out on checking out a book** if you didn't already check one out before you played like you were at recess.

## Excused to use the bathroom or leave the library.

This should be done before class, after class or during checkout. Only used if they can't wait. Please ask before you leave.

1. Write first name on who's out sign
2. When you come back, erase your name.

## Excused to go to Mr. Miggin's or Mrs. Humphreys

Right name on board by stairs.

## Cold and flu season

1. Cough or sneeze into your shirt
2. Ask to be excused for a tissue. If it is really bad after you sneeze, you don't need to ask to be excused.
3. Tissues and hand sanitizer are on the circulation desk.
4. Use tissue to wipe nose or eyes
5. Put tissue in garbage
6. Use hand sanitizer before returning to the table.

## Sick stomach

1. Immediately get a garbage can and put it by you at your table or head with it to the bathroom if you feel like throwing up.
2. **Do not ask to leave or sign out if you need to throw up. Just Leave!**
3. Return garbage can to its place at the end of class
4. Talk to the librarian if you need to leave the library to go to the office or class.

## Announcements over the intercom

**Keep voices off** while Mrs. Olsen takes care of the announcement.



## Drill procedure:

1. Follow procedures for each type of drill you have learned

## Fire drill

1. Stop doing what you're doing
2. look, listen, voices off when alarm goes off(listen for what drill)
3. Immediately, Line up at the door unless it's an earthquake. Last person closes the doors.
4. Facing forward, voices off
5. Single file
6. Listen to librarians instruction
7. Librarian takes the emergency bucket with her. It is on the right side of the back cabinet. Follow librarian out the door
8. Voices continue to stay off
9. Last person makes sure doors are closed
10. If you are in the bathroom, immediately return to the library. Always put your name on The Who's out board
11. When we get out to the field, the students will be sent to line up with their teacher.

## Earthquake drill

1. Stop what you're doing.
2. look, listen, and voice off when the alarm goes off.
3. Immediately, get under the table. Crouch down Holding knees to your chest and backs touching other students' backs.
4. If you are in the bathroom, get under the door frame or sink countertop. When the alarm is finished, come back to the library to line up.
5. When instructed, line up at the door.
6. Facing forward
7. Single file
8. Listen to librarians instruction
9. Follow librarian out the door
10. Voices off

11. If you are in the bathroom, immediately return to the library. Always put your name on The Who's out board.
12. When we get out to the field, the students will be sent to line up with their teacher.

### Lockdown drill - out of sight and quiet

1. Stop what you're doing
2. look, listen, voices off when alarm goes off
3. If you have a book with you, take it with you and to one of the three safety zones.
4. Remain silent and read your book or get one off the shelf where you are.
5. While you are getting to the safety zone, the librarian will be locking doors and then returning to you.
6. If you are in the bathroom, you can do this:
  - a. carefully look out the door to see if there is a classroom door open and go there(that teacher will send info that you are with them)
  - b. come immediately back to the library if you can
  - c. sit on the toilet with your feet up and be quiet. If your name is on the who's out board I can send information that you are in the bathroom.
  - d. Always put your name on The Who's out board
7. Always listen to instruction and remain silent.

### Lockdown drill - out of sight and quiet

Librarian locks all the doors to the library and joins you.

Hall check- all kids inside. Outside doors locked.

Classes resume as normal.

Shelter in place- stay where you are and under shelter.

Go to the gathering place when told.

## Evacuate

Fire and after earthquake drill

## Assistance needed

Medical or other help is sent into the classroom if needed.