

ELEMENTARY LIBRARY PROCEDURES

General:

1. Students come to the library once a week.
2. Pre-K students don't check books out. They have story time and look at books.
3. Kindergarten and first grade students check out one book for one week.
4. Kindergarteners do not go to the shelves. They choose books pulled for them and placed in the plexi-glass "waterfalls" inside the two tables in the center of the library.
5. First graders go to the shelves. They are generally restricted to the shorter row of E books that is on the back side of JF books. These books are all on 1st and 2nd grade AR reading levels.
6. Second through fifth graders can check out two books. They are due in one week, but can be renewed twice. Second graders are not restricted to a section of the library, but are encouraged to stay in the E books. There are only a very few JF books on a 2nd grade level.
7. Students in grades 2-5 can get non-fiction books from the wall. However, they may not get 2 "books from the wall" that are not on AR. These books include drawing, sports, and animals books that are not read as much as looked at.

Circulation:

1. If a student does not return his books, he cannot check out a new book. First through fifth graders can renew or check out one book if they didn't return the second book unless the second book is past due. If it is past due, all check out privileges are suspended until all books are returned.
2. Each student has a card. If they do not return their book, they pull their card. The card will be stamped with the date and returned to its place.
3. Overdue notices will go out on the day after the class's visit.
4. If a book is lost, check-out privileges will be restored, *with the parent's agreement*, while the student continues to look for the book.
5. Books must be paid for if they are not found.
6. Each week, classes with no overdue books receive a small certificate to post. A chart in the library shows how many weeks each class has no overdue books. Students get to put a star on the chart by their class's name if they all brought their books back.
7. Students choosing not to check out a book sign the back of their card.
8. The last library day in December, and then again in May, students are given a reward if they have had no more than 2 overdue books that semester. We look at their cards (see #9 above) to see how many times it has been stamped. Rewards vary from pencils, erasers, and book marks.
9. In May, students with no overdue books all year receive a "Library Citizenship Award."
10. Students with a history of not checking out books are ineligible for the "Library Citizenship Award." This is at the librarian's discretion if a student does not check books out regularly.
11. Students with no over books from Kindergarten through fifth grade receive a trophy at the AR Awards assembly/program.

Calendar:

1. A special calendar is kept in the Elementary library. The calendar has a page for each week, and every page shows regular Elementary classroom visits.
2. Holidays and other “library closed” days, such as Book Fair, can be indicated.
3. Teachers can reserve the library at times there are no classes so their students can research for a project or take A.R. quizzes.

Conduct:

1. A conduct book is used to record absentees, overdue books, and overall-class conduct.
2. Books are not counted as overdue if the student was absent.
3. The class’s overall behavior is rated on a scale from one to five, five meaning they did nothing wrong—pretty much perfect. If they weren’t quite a 5, they can receive a 4.5.
4. A class of the month, or Top Dog, Award is given using information in the Conduct book. Conduct points are totaled and averaged. The number of overdue books is deducted to give a grade for the month. The class in each grade with the highest score that month keeps the top dog banner for the next month.
5. Individual students with conduct problems can be given a Conduct Notice to take home for their parents to sign and return.

Secret Student:

1. At the beginning of the year, students in each homeroom (1-5) are put in random order on a chart. Then 2 secret students are recorded in the Conduct Book for each week. The month and week are recorded on the chart. Choosing students in order of the list and then recording it ensures that every student gets chosen and they are random, so it will be a secret.
2. Student conduct is observed during the library visit. If the secret students have been well-behaved, they get something from my treat box (pencils, bookmarks, erasers, etc), If a secret student’s behavior is inappropriate, they do not get a reward, but their name is not announced. It is just announced, if asked, that one of the secret students does not get a reward today.

K-4 Procedures:

1. K-4 students do not participate in Top Dog completion. Each K-4 class is given a library puppy at the beginning of the year. They bring the puppy to the library when they come. The puppy does not like noise, so each time the children begin to get too loud, he “barks.” (A sound box from Build-A-Bear is kept near the puppy and they do not know the secret. They just learn that they can not make him bark.) If the puppy does not bark more than 2 times, he goes back to their classroom. If he barks 3 times, he stays in the library for the week where it is quiet.

2. K-4 classes use the following procedure each week:
 - a. Story time in front of the rocking chair. (Their puppy and his hidden barker sit with the story-teller in case there is too much talking during story time.)
 - b. Students who can not behave during story time, are sent to sit “under the tree” or another place away from story time and their classmates.
 - c. Book time. Students sit 2 or 3 to a table and look at books. Each student goes to the books inside the tables (the books K-5 choose from to check out) and chooses one book to look at. When they finish with that book, they trade it for another one.
 - d. Each student has a “yellow stick.” This is a shelf marker. It lays on the table beside them during Book Time. If a student’s behavior is inappropriate, their yellow stick is picked up. If we assemble at the end for a “funny book” or game, they are not allowed to participate.
 - e. During Book Time, they play “Hush Puppy.” This is similar to Quiet Mouse, but one student is given one of the library puppies. He choose a classmate who is looking at is book very quietly gives the puppy to that person. They continue so that hopefully everyone gets a chance to hold the puppy.
 - f. Making Faces or another funny book can be used to get the students back together before their teacher comes. They enjoy taking turns to choose what part of the page to change to make a funny face.

K-5 Procedures:

1. Kindergarteners have special name tags with their name and library number on the front. Name tags have yarn so they can be worn around the neck.
2. When students know their number without looking, they put a big sticker on the front of the card.
3. Name tags are placed at their assigned seats before they arrive.
4. Students check their books in when they come in and then sit in their assigned seats.
5. Students are sent by tables to choose a book to take home.
6. In order to check a book out, they must have returned the one they had. When they check their book out, they choose a small sticker to put on back of their name tag to show that they brought their book back. They like to count their stickers to see how many weeks they brought their books back on time.
7. At the end of the year, the yarn is removed and the name tags are given to the Kindergarten teachers to send home as a Kindergarten keepsake.
8. Kindergarten students with no overdue books receive a Library Citizenship certificate just like students in grades 1-5. They also get a letter letting the parents know about the trophy for no overdue books in Kindergarten through fifth grade.

First Grade Procedures:

1. Students check their books in when they come in and then sit in their assigned seats.
2. Students are sent by tables to choose a book to take home.
3. Students are limited to the E books on row 8 until after Christmas. After Christmas, they are able to check out books on all E rows.
4. When everyone has checked out a book, skill lessons are taught, ending with story time if time permits. Skill lessons include: use of shelf markers, how to shelve books, what to do if you do not want a book that is pulled but there is no shelf marker on the shelf, and how to treat books.

Second Grade Procedures:

1. Students check their books in when they come in, get a shelf marker, and begin to look for a book, while the librarian does a report to see who did not return a book, and records overdue books and absentees in the Conduct book.
2. Students are timed and have 10 minutes to find a book.
3. When all books have been checked out, skill lessons are taught. These include: use of shelf markers, how to shelve books, what to do if you do not want a book that is pulled but there is no shelf marker on the shelf, how to treat books, and parts of a book, including spine labels and their meanings.

Third – Fifth Grade Procedures:

1. Students check their books in when they come in, get a shelf marker, and begin to look for a book, while the librarian does a report to see who did not return a book, and records overdue books and absentees in the Conduct book.
2. Students are timed and have 10 minutes to find a book.
3. When all books have been checked out, skill lessons are taught. Basic skills of book care, reshelving, etc. are reviews. Then the following skills are taught and reinforced:
 - a. Third Grade: Using call numbers to locate books on the shelves and basic card catalog skills: doing a title or author search and locating information on a book's record.
 - b. Fourth Grade: Review locating books on the shelves and card catalog practice.
 - c. Fifth Grade: Review locating books on the shelves and deeper card catalog usage, including subject and keyword searches.

Accelerated Reader:

1. AR labeling:
 - a. E books on first grade level have a dark blue dot on the spine. Labels on the front tell the level, points, and quiz number.
 - b. E books on a second grade level have a medium blue dot on the spine. Labels on the front tell the level, points, and quiz number.
 - c. First and second grade levels are in a separate section from other E books.
 - d. E books on a third grade and up AR level have a light blue dot on the spine. They have labels on the front giving the level and points.
 - e. E books with no AR quiz are shelved with those on third grade level and up.
 - f. JF, non-fiction, and biographies have appropriate colored dots, and labels with the level and points.
2. AR Clubs:
 - a. First & Second Grade: 25 Point Club, 50 Point Club, 75 Point Club, 100 Point Club
 - b. Third Grade: 50 Point Club, 75 Point Club, 100 Point Club, 150 Point Club
 - c. Fourth & Fifth Grade: 100 Point Club, 150 Point Club, 200 Point Club, 300 Point Club
 - d. When students reach a club, their name goes on the Club Chart, and they get a small certificate.
 - e. Periodically, new members are invited to a special treat, like breakfast or a cookie cake.
3. Monthly Incentives:
 - a. The homeroom in each grade gets the AR Eagle to keep for the following month.
 - b. The students with the highest number of points and the highest percentage in each grade receive a "Reader of the Month" certificate.
4. Yearly Awards:
 - a. Individual "Reading Achievement" certificates are given to every student who reaches his class's average points and maintains an 85% average.
 - b. "Star Reader" certificates are given to students in each homeroom with the top 3 points and the top 3 percentages (as long as they reach their class's average points.)
 - c. Medallions are given to the top 3 points and the top 3 percentages in each grade.
 - d. Trophies are given to the top 3 point earners school-wide and to the top percentages school-wide.
 - e. Trophies are given to teachers with the top average points and the top average percentages in each grade. The trophies are kept for one year, and then given out the following year.