



East Elementary School Library

Operational Policy

Effective as of October 2019

The elementary library will help students excel academically by fostering readers and researchers through collaborative efforts between teachers and the librarian.

School Library Operational Hours:

Monday-Friday 7:30 a.m. through 3:30 p.m.

Library Schedule:

<u>Time</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
7:30-8:00	<u>Open Library</u>	<u>Open Library</u>	<u>Open Library</u>	<u>Open Library</u>	<u>Open Library</u>
8:00-8:45	Collaborative Planning	5 th Grade	Collaborative Planning	4 th Grade	Collaborative Planning
8:50-9:35	4 th Grade	3 rd Grade	2 nd Grade	1 st Grade	Kindergarten
9:40-10:25	3 rd Grade	Kindergarten	1 st Grade	2 nd Grade	<u>Open Library</u>
10:30-11:15	2 nd Grade	4 th Grade	Planning	3 rd Grade	5 th Grade
11:20-11:55	<u>Open Library</u>	<u>Open Library</u>	<u>Open Library</u>	<u>Open Library</u>	<u>Open Library</u>
11:55-12:55	Planning/Library organization	Planning/Library Organization	Planning/Library Organization	Planning/Library Organization	Planning/Library Organization
1:00-1:45	5 th Grade	Collaborative Planning	Kindergarten	Collaborative Planning	1 st Grade
1:50-3:30	<u>Opening Library</u>	<u>Open Library</u>	<u>Open Library</u>	<u>Open Library</u>	<u>Open Library</u>

This flexible library schedule allows for the consistent use of the school library. Three times a week each grade/class is given the opportunity for private use of the library. The library will also have three open library times each day with an exception on Friday's there will be four open times, which means any student or staff member is free to come and utilize the library's resources at those times. According to this year's plan, there will be efforts made to incorporate a collaborative planning time. Each day teachers and the librarian are encouraged to collaborate on lesson plans or if the teacher needs to request materials.

Circulation Policy:

The circulation policy is design for easy flow and access to the library's materials and resources.

Length of Circulation Period:

- Students have a two week check out period with three renewals.
- Teachers and staff have a four week check out period with three renewals.

Number of Items:

- Students can maximumly check out 4 items with 3 renewals.
- Teachers and staff can maximumly check out 10 items with 3 renewals.

Teacher Policy:

Teachers are welcomed to utilize the resources and materials in the library. Teachers are welcomed to seek assistance in lesson development. If a teacher aims to collaborate with the librarian scheduled collaborative planning times are created to meet that need. Teachers are to request time during those appointed times. Teachers are allowed to check out materials; if a teacher needs additional equipment such as laptop computers are tablets, teachers are to make those requests made known three days prior.

Playaway Launchpads and Wonderbooks Policy:

Students are encouraged to use Playaway launchpads and wonderbooks in the school library. The student will be held responsible for any damages to these devices. Launchpad average \$120.00 and Wonderbook audio picture books average \$60. Students will be charged if devices are intentionally damaged.

Reference Material:

Books or items that are labeled as references are not to be checked out of the library. These materials are to be used *in the library*. Students/Staff are welcomed to respectfully make copies from reference materials only if needed.

Fines/Charges:

- Late books charge \$0.10 per day
- \$0.10 per page for copies/prints black ink.

- \$0.25 per page for copies/prints color ink.

All fines, lost, and damaged items will be charged on students' accounts. Once fines/charges exceed \$2.00 before the end of that current semester, students will be blocked until fines/charges are cleared. If there continue to be charges or fines on students' accounts by the end of the year, students will not be allowed to receive his or her final report card until charges are cleared.

Library Rules

In the Library,

1. I will listen to instructions.
2. I will handle items respectfully.
3. I will use my inside voices.
4. I will keep my area tidy.
5. I will enjoy reading and discovery.

Visiting the Library

While visiting the library...

1. I will bring hall pass or permission slip from my teacher.
2. I will make sure that I am quiet and respectful.
3. I will bring my student ID to check out materials.
4. I will make sure that I am upholding school rules and procedures.