

Library Policies and Updates 2016-2017

Marcy O'Rourke

Extension 325 - French Room

Extension 231 - Library (Currently not working)

I put this together after reflecting on last years successes and failures in the library. I am always open to discussion as I am learning what works and what doesn't while I am balancing French and the Library responsibilities.

Circulation: (Starting 8-25-2017) The circulation desk is open as **self checkout periods 1-4**. There is a clipboard in front of the desktop on the counter that students can fill out which is the same as last year, and the ninth graders should be familiar with this from Washington. Periods 5 & 6 , I will be at the circulation desk. My planning is period 7 for the French classes but I will be in the library if needed.

Senior Aides: I am available to train Senior Aides on the hallway copier during periods 5 or 6 this and next week. If you have them during other periods, it is your responsibility to train them on the copiers. Students will be sent back to class when I am too busy to help. Don't take it personally... I am busy too. Let me know who you have and when you'd like me to train them so I can plan to train in groups of 3 or 4. I'll get a schedule ready when I hear back from you all. Please advise your aides that they are not permitted in the closet storage area. This copier is for teachers only. This closet houses the carts, the laminator, the paper dye cutter, and other various expensive items for which I am accountable. "Trespassers" will face consequences for insubordination. (It is heavily posted as well.)

My schedule: I teach French in room 235 periods 1-4. Please don't send kids to the library during these periods and assume that I am supervising. If you think they are responsible enough to self checkout, that is fine. Sending students to use the lab unattended is your call. I will not be able to police them periods 1-4. If you are unsure, please just call me at ex. 235 and we can make special arrangements when necessary.

Library Hall Passes: STUDENTS MUST SIGN IN/ OUT AT THE CIRCULATION DESK AS SOON AS THEY ENTER THE LIBRARY. PLEASE ADVISE THEM TO FILL OUT THE FORM, ESPECIALLY THE TIME. When administration is investigating out of class/skipping students, we go by the time they write as documentation. Not signing in means they weren't in the library.

Please send ONE student per green note to the library. It must be filled out properly with one name and the time which I know can be time consuming but too many times, kids are saying they are here and are not or they come here for 2 minutes and then cruise the halls. Students who disobey the

policies will be sent back to your class. Typically, I will call and tell you that personally or email you pending on how busy the library is.

Work Orders:

Employee ~~Read~~ a work order, click on ~~Work Orders~~ . On the left side, click ~~Work Orders~~ . I, sign in, and click on ~~Work Orders~~ and proceed with the prompts. You will need the Barcode to place the order.

Guest Passwords:

Home the ~~Home~~ , click on the ~~Home~~ tab. On the left side, click on ~~Home~~ . The password changes every day.

Lab/ Computer Cart Reservations:

Resources in the ~~Resources~~ click on ~~Resources~~ . On the left side, click on ~~Resources~~ . You will see a calendar but you can't proceed until ~~Resources~~ . Carts 1 and 2, the library *select Resources* you choose a location under ~~Resources~~ . Carts 1 and 2, the library lab, math lab (221) and the business lab (247) are available. The carts are housed in the large storage closet where the TEACHER'S Copier and library supplies are located. Students are not permitted in there to copy but they may grab the carts. Please be mindful of who you send for them during periods 1-4 when I am teaching French. For now, the carts will remain in there unless I can find a better storage area. I will let you know if that changes.