



Small Middle School **Library Information 2018-19**

Please visit the library and utilize the many resources available to you and your students. I can help meet your needs for class assignments and research information as well as for professional and leisure reading.

Have something in mind and not sure how I might be of help? Send me an email or stop by, I'd love to discuss it with you!

LIBRARY STAFF

Deanna Sylvia – Librarian
Deanna.Sylvia@austinisd.org
Librarian's Office: 841-6717
Library Workroom: 841-6718

LIBRARY HOURS

Monday - Thursday 7:45 a.m. until 4:00 p.m.
Friday 7:45 until 3:40

Teacher/Staff Information and Procedures

Teachers/Staff Check Out:

- You may check out as many books or materials as you need for up to one semester at a time. All items will need to be renewed if you still need them the second semester.
- Please return items when you are done with them to allow others to use them also.
- We have professional books and audiovisuals that you may borrow.
Be sure to check out all items at the circulation desk before borrowing them.
- All materials are due back before the end of school. Staff members will be held responsible for lost or damaged items. Please do not allow students to take home items that are checked out in your name.
- If you are allowing students to use materials in your classroom you have checked out, you are responsible for keeping track of those items. I can even print a list of what you have checked out for your reference.

Equipment

Reserve equipment in advance to ensure the availability of items when you need them.

Return equipment to the library clean, complete, and ready for the next user. Return all accessories, remotes, cords, and manuals. Please attach a note when there is a problem with a piece of equipment.

Under no circumstances should students be allowed to transport equipment.

Sending Students to the Library:

- Students may be sent during class to return, renew or checkout books. Please do not send more than 3 students at a time for 15 minutes for this purpose.
- Students may be sent to work on research or to use a computer for up to 30 minutes during class. If you need to send more than 5 please check out a cart of laptops or Chromebooks for your classroom.
- Be sure to send each student with their agenda that includes the date, time, your signature and expected return time.
- Students will be sent back to class if the library has been previously booked by a teacher or group.

If a student arrives without a signed agenda or is not meeting the library expectations I will send him/her back to class.

Please do not send students to "surf" or play games on the computers. Library computers are reserved for educational purposes.

Scheduling Class Time:

Always sign up in advance to bring your classes to the library for research, checkout, or computer use.

An online Google calendar for this purpose has been set up. You may view the schedule here:

<https://tinyurl.com/smalllibrary>

Email Ms. Sylvia for your preferred dates and times

Please schedule as early as possible for research, especially if you need multiple days in the library. Meet with me to arrange special instruction or activities. If you have a change of plans, email or call me to let me know.

Bringing Your Class to the Library:

- On your scheduled library days, please meet first in your class in your room and go over instructions and expectations. Students should arrive at the library in an orderly fashion prepared to work. Students should wait for your permission to enter the library.
- **Please come with and remain with your class while they are in the library.**
- Have students push in chairs and pick up their trash before leaving.
- Before the bell, have students return to their seats or line up and wait to be dismissed to avoid crowding the exit gate.
- If you have a substitute, please re-schedule your library visit for another time. Please do not plan for a substitute to bring your class to the library unless we have made special arrangements beforehand.

Overdue Books:

We want our students to check out books and read as much as possible! However, some students check out books and do not return them for long periods of time. This prevents others from having access to our great free resources.

I am asking teachers to help encourage student responsibility and accountability. I will send overdue notices to Language Arts teachers regularly. I will publish lists of students with overdue books before major events (field trips and dances.) Please pass out notices and let them know to come and talk to me about any missing or lost books and/or repayment. I am willing to work with students to make sure they can continue to check out books and enjoy reading!

Food and Drink:

Students are not allowed to bring food or drinks into the library. Teachers and staff, please be mindful when you bring food or drinks into the library and be sure to clean up after yourself before you leave.

Requests for New Materials:

We welcome and need your suggestions for books, magazines, and AV materials.

Give me your suggestions as early as possible. Materials for use by an individual teacher should be ordered with department funds. Please provide as much information as possible (title, author, publisher, date, ISBN number, and price) to help in ordering the items requested. The district requires that we order from bid vendors when possible to get the best price and library processing.

Other Resources:

AISD Library Media Center (LMC): (414-4937)

The district Library Media Center (LMC) is located on the Allan Elementary School campus, 4900 Gonzales. Many resources are available to you. Their catalog is available to you through catalog.austinisd.org. Just call them at 414-4937. You may also visit them Monday - Thursday between 7:45 a.m. - 5:30 p.m., and on Friday 7:45 a.m. - 4:45 p.m.

(They also close at 4:45 p.m. before major holidays.)

The LMC maintains a strict overdue policy. Be sure to return items by the due date or call to renew them.

AISD Media Services / Graphics Lab (414-4920)

The LMC Media Services (a division of the LMC) offers additional equipment and services.

A teacher graphics production lab is set up with large work tables, three laminating machines (one is extra wide), paper in a wide variety of colors and sizes, and over 400 die-cuts. There is no fee to use the lab and you pay a nominal fee for the materials used. The Media Services Lab is located in a portable building on the Ann Richards campus at 2206 Prather Lane.