

Bridge School Library



Volunteer Manual 2011-2012

Mrs. Lynnette Allen
Library Teacher

Library Hours & Scheduling

Library Hours

Monday - Wednesday and Friday	8:30 - 3:30
Thursday	8:30 -12:30
Open book selection, daily	8:30 - 8:45

Scheduling

We are happy to develop your schedule around your availability. We will make every attempt to schedule you in the time slot that is your first choice, but we cannot guarantee that we will be able to do so.

Commitment

All schedules are in 1- 1½ hour slots, and most will involve overlapping times. This is so there is always at least one person at the desk and one person shelving and organizing - please plan to work the entire slot you for which you are scheduled. Also, if you are scheduled with another parent, please do not plan to alternate your weeks unless you are specifically asked to job-share. The schedule is designed to provide the best possible coverage for the library.

Whether you work 1 hour every other week or 3 hours each week, the time you volunteer is important. If you need to cancel, please try to arrange a substitute from the volunteer list. If you are unable to find a substitute, please let Cary know at least 1 day ahead if at all possible. We understand that this will not always be possible (illnesses never seem to fit nicely into our schedules!), and in those circumstances, just call the library (781 861-2513 or 2510 x1106) and leave a message.

Benefits

As a volunteer, you have the privilege of borrowing books. They will be due back after 2 weeks, but may be renewed if there is not a waiting list

Reminder

No children should be allowed behind the circulation desk, and children should never be allowed to use the computer system.

Duties and Responsibilities

Regular Duties

- Checks books in and out to students and staff - see 'Library Circulation' for more details
- Shelve books - see 'Shelving Books' for more details
- Shelf-read - this means reading across shelves one book at a time to make sure all books are in the proper place. This is a tedious task, but absolutely vital to the library. When something is out of place, it is as good as lost! **Careful shelf-reading is one of the most important jobs you will do in the library .**
- Straighten shelves and other materials - shelves need to be straightened on a daily basis, and stray books and other materials should be picked up as they are spotted and returned to the proper location.

Occasional Requests

- Gather books for teachers
- Prepare class materials
- Create library displays
- Light cleaning

Library Circulation

When you come in to volunteer, the computer should already be turned on and the circulation program open. If it is not, please check in the drawer to the left of the computer for instructions.

Checking books in

- Make sure you are in the 'Return' screen
- Place cursor in the barcode box
- Scan each book, checking to be sure each book registers on the screen before you scan the next item. **The system will beep once when you scan the book, and again when it registers, so watch the screen when checking in books, don't just listen for the beep!**
- Watch the screen as you scan the books to watch for **pop-up screens** indicating reserves or other special situations.
- After a pop-up screen opens, be sure the barcode area is highlighted before continuing check-in
- After check-in, place books in the appropriate place on the shelving cart

Checking books out

- Make sure you are in the 'Loan' screen
- Find out the student's class code (KS, 1B, 5A, etc.) and name
- Place cursor in the barcode box
- Scan student barcode in blue notebook (book is organized by grade-level [K-5] and teacher [alphabetically])
- **Check screen to see how many books student already has checked out** – do not allow student to go over the grade-level limit. Students may save books if they have too many out
- Scan each book, checking to be sure each book registers on the screen before you scan the next item. **The system will beep once when you scan the book, and again when it registers, so watch the screen when checking out books, don't just listen for the beep!**
- Watch the screen as you scan the books to watch for **pop-up screens** indicating reserves or other special situations.
- After a pop-up screen opens, be sure the barcode area is highlighted before continuing check-out
- Books are checked out for 2 weeks at a time

Saving Books

- If students forget to return books on their library day, they may save books until the following day
- No more than 2 books may be saved (K may save 1)

- Saved books will be returned to the shelf after one day
- Saved books are kept on the shelf on your right of the circulation desk

Reserving Books

- Students may reserve books that are already on loan
- Go to 'Reserve' screen
- Scan student barcode
- Click on book-search icon (book with magnifying glass)
- Type in book title
- Select book from results
- Be sure book shows on the screen
- When a reserved book is returned, a screen will pop up; set book aside with a note and I will determine who is next in line to take the book.
- Reserves are kept on file in the order in which they are placed. Assure students that their turn will eventually come, but **it could take quite a while for them to get the book if it is highly requested.**

Renewing Books

- Students may renew books, but they must bring the book in to the library to renew it.
- Renewals are for a 2-week period, the same as a regular check-out
- Students may renew books multiple times if the book is not on the reserve list.
- **Reserved books may only be renewed once** – please warn students that they will not be able to renew the book again.

Book Limits

The following limits should be strictly enforced at each grade level. **These numbers refer to the number of books each student may have checked out at a given time.** Please be aware of the number of books each student already has checked out when he or she checks out a new book. Any exceptions to this policy (for extra project books or forgiving overdues) are at the discretion of the librarian only.

Grade	# of books
K	1
1	2
2	2
3	3
4	4
5	5

Limits:

- Only one book in the same series at a time
- Only one renewal of a reserved book
- Be aware of any limits for a particular patron due to overdues, lost books, etc.

Shelving Books

When shelving books, you must pay close attention to the **spine label** on each book. The spine label is the 'address label' for the book – it tells you where in the library the book lives. The spine label gives the book's **Call #**, which indicates fiction, nonfiction, etc. The basic designations are:

- E is Easy Fiction – picture books
- ER is Easy Reader – all Easy Readers will be converted to ER this year
- FIC is Fiction – all fiction books will be converted to FIC this year
- SC is Story Collections, or Short Stories – all Short Stories will be converted to SC this year
- B is Biography
- 920 is Collective Biography
- ### - books with #s are Nonfiction
- REF is Reference
- PC is Professional Collection

Fiction (E and FIC) Shelving

- Alphabetize by Author's last name
- Within the same last name, alphabetize by author's first name (i.e. Marc Brown, Margaret Wise Brown, Ruth Brown, Anthony Browne)
- For same author
 - Keep series together: if numbered, put books in sequential order; otherwise, alphabetize by title
 - In general, we won't worry about alphabetizing by title except when we shelf-read
- **I have some of the series grouped in separate sections.**
 - **Blue dot** books (the easier chapter books) are grouped together on the first wooden bookshelf in the Fiction section
 - **Yellow dot** books (Dear America, My America and Royal Diaries) are on the next wooden bookshelf
 - **Great Illustrated Classics** are on the bottom of the Yellow dot bookshelf
- **Short Stories** are beside the Yellow dot books
- If you go to put a series book away and there are none others there, look to see if that series is in the special section. Sometimes the colored dots are missing.

ER Shelving

- **ER Fiction books** are shelved on the 2 spinners by the door. These books have

an **ABC spine label**. The books are shelved alphabetically by author's last name. If an author writes more than one series, please keep the series together (Cynthia Rylant writes Henry and Mudge, High Rise Private Eyes, Mr. Putter and Tabby, etc. These series should not be mixed together within the Rylant books.).

- **ER Nonfiction books** are in the colorful bins in the E Reading Room. These are paperbacks, mostly nonfiction. These books are sorted by subject - stickers will be placed on the bins this year to help students (and volunteers) keep the books organized.

Nonfiction Shelving

- **Numbers first!! Pay very close attention to all of the digits**
- Look at the #s to the left of decimal first (i.e. 789 before 798)
- Within the same #s, look to the right of the decimal (i.e. 398.2, 398.21, 398.212, 398.22, 398. 4)
- For identical #s, alphabetize by author's last name
- For same # and author, alphabetize by title
 - Ex: 392.8 SAC, 398 VIO, 398.2 BRO, 398.21 ARN, 398.21 LOW, 398.21 SCI
- **There are a huge number of 398.2 books (folk tales, and fairy tales). Look for the colored dots to make shelving easier.**
 - **Red** is 398.21
 - **Blue** is 398.22
 - **Green** is 398.24