

# MANUAL ARTS HIGH SCHOOL LIBRARY

## Policies and Procedures

*Ms. Helman, Teacher Librarian*

**LIBRARY HOURS:** School Days 7:00am-3:30pm (OPEN during nutrition and lunch).

**LIBRARY PHONE:** 323-846-7370 or ext. 7370.

**LIBRARY COLLECTION:** The Library houses approximately 18,000 books. The circulating collection consists of fiction, non-fiction, books in Spanish (interfiled), books in French (448.6), “bulls-eye” books (AR level 2.5 and below), picture books, oversized books, graphic novels and short stories. A professional collection is available to faculty for checkout. Non-circulating items are reference books (indicated by a red dot) and periodicals.

**LIBRARY CARD:** Students must have a student ID in order to check out a book. The student ID acts as a library card; there is no separate library card issued.

**LIBRARY LOANS:** Student checkout limit is three books at any one time. The checkout period is two weeks. Books may be renewed once (student ID required for renewal).

**OVERDUE BOOKS:** Overdue books are to be returned in the book drop of the circulation desk like any other book. There are no late fines. Students with overdue books are blocked from checking out more materials until their record is cleared, and their Homeroom grades should be affected.

**OVERDUE NOTICES:** Overdue notices are put in Homeroom teachers' boxes every other week. Please use these for your Homeroom grade records. Per school policy, a student's Homeroom grade should be affected if he has overdue books, especially long-term or repeated overdues. Please contact me if you would ever like an updated report, or to check a student's record. If a student is not in your Homeroom, please let me know.

**LOST/DAMAGED BOOKS:** Patrons will be charged for lost or damaged books. The lost/damaged book charge is \$20.00. Borrowers should not lend books to others, as they will be responsible for payment if the book is lost.

**CLASS VISITS:** Class visits may be scheduled in person or by phone. You may schedule as little or as far in advance as is convenient for you. Please discuss with me your class visit needs, so I may assist you. Remind your students that no gum, cell phones, electrical devices or inappropriate dress is

allowed in the Library.

**STUDENT ADMITTANCE TO THE LIBRARY:** Teachers may send up to five students to the Library at one time with a pink library pass. Please write all names on ONE library pass. Students coming to the Library must have a specific assignment or task to be worked on in the Library. Per school policy, students will not be admitted to the Library during the first or last ten minutes of each period. Please call me at ext. 7370 if you would like library passes.

*(over, please)*

**HOMEROOM:** Library checkout is closed during Homeroom. Students may be sent to the Library during Homeroom ONLY to clear their Library record. One of our goals is assisting students in becoming responsible and self-sufficient. We therefore ask that teachers require students to check out SSR (silent sustained reading) books out during non-class times: before and after school, and nutrition and lunch.

**LIBRARY BEHAVIOR:** Only one student at a time is to be at the circulation desk. No food, drinks, gum, cell phone, electronic equipment, or inappropriate dress (per school dress code) is allowed in the Library. Students may check out books only for themselves. A student who checks out a book for someone else will have Library privileges suspended for the remainder of the mester.

**SENIORS WITH OVERDUE OR LOST BOOKS:** It is particularly important for seniors to keep a clear Library record. Seniors with overdue or lost books at the time of graduation will be blocked from participating in graduation activities. Seniors may pay for lost books in order to clear their records for graduation.

**SUBSTITUTE POLICY:** Substitute teachers may NOT bring classes or send students to the Library. Substitutes may bring classes to the Library ONLY if the session is reserved in advance with the librarian by the teacher.

**LIBRARY ORIENTATION CLASSES:** Library orientation classes are given to 9<sup>th</sup> grade English classes (including Special Education and Bilingual). Please watch for reminder announcements in the Daily Bulletin at the beginning of the year. Any other teachers may request orientation classes as well. The orientation may be designed to fit your needs (such as Dewey Decimal System only, finding a book in the Library, research skills, etc). Feel free to call and discuss your class needs.

**PROFESSIONAL COLLECTION:** Faculty may check out books from the Professional Collection (purple dot books, located behind the circulation desk). This collection of around 200 volumes covers most curricular areas. Topics include education theory, classroom management, lesson plans, quizzes, games, charts, etc. Many of the books contain useful reproducibles. A bibliography of the Professional Collection is available upon request.

**WISH LIST:** Faculty and student suggestions for titles, authors or subject areas are welcome. Please call me with any suggestions or requests, or place your request in the purple box on the circulation desk.

**MAGAZINE GIVEAWAYS:** Magazines are periodically available for giveaway. Art and Bilingual teachers may find them especially useful. Please come in or call to see when they are available.

*A library is not a luxury but one of the necessities of life.*

Henry Ward Beecher

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