

TOT TO TEEN SCHOOL LIBRARY POLICIES AND PROCEDURES

Books are Fun: Read Every Day



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Library Essential Outcomes

1. I can enjoy reading or looking at books.
2. I can read for different reasons (interest and /or information)
3. I can find books I am looking for by:
 - a. asking myself how
 - b. asking a friend for help
 - c. asking a teacher or librarian for help
4. I can find a book on or around my level

Library hours

Library hours are 7:30am to 4:00pm, Monday through Friday during the school term. Students may visit the library before and after classes, during lunch and snack breaks and during their weekly class periods assigned for library and reading. These periods vary for each class, and students should check their class timetable for their class library period. During vacation, the library will only be opened at defined hours. These hours will be advertised before each vacation to inform students and their parents.

Library Class Periods

Students visit the library with their classmates once every week day of the school term (Monday to Friday) on the day and time assigned to their class as the library class period. The assigned day for each class can be found on the class timetable. Portions of the class period assigned as a library period will be devoted to learning and improving library skills, reading, story time and to checking out books. The librarian and the class teacher will be available to assist students during the library period.

Library Agreement

Before students can check out books, they and their parents/guardians, will be asked to sign a Library Agreement. A copy of the library agreement is attached. This states that the student will follow expectations in the library and will be responsible for the books in their care or reimburse the school for any books that are lost or damaged and pay any fines for overdue books. Payment could be made with cash or check made out to Tot to Teen School Library. Payment must be made before the student can resume checking out books. If a lost book is found and returned undamaged, payment will be refunded.

Library Use Fee

Starting January 2017, each student will pay ten Ghana cedis (GHC 10.00) per term as a library user fee. The fee will be revised periodically based on the economic situation in the country and the related costs of running and maintaining the library.

Check Out Procedure

All books have a shelf address known as a 'Call Number' which is used to keep the books in order on the shelves so that they can easily be found. The following checkout procedure must be followed by all students:

1. --- All students are given a shelf marker which has their name and assigned patron ID barcode on it. Shelf markers are used to mark a books position on the shelf.
2. --- Students place the marker on the shelf next to the book they want to look at.
3. --- The shelf marker remains on the shelf while the reader examines the book.
4. --- If the student decides not to check out the book, then the book can be placed back in it's proper place on the shelf before pulling the shelf marker.
5. --- If the student decides not to keep the book after the shelf marker has been pulled, then the book is taken to the circulation desk and the library staff will re-shelve the book.
6. --- If the student decides they want the book, they pull the shelf marker and continue looking for a second book.
7. --- When the student is ready to check out, they take their shelf marker and books to the circulation desk. The librarian or library volunteer will scan the barcodes on the shelf marker and then the barcodes on the backs of each book into the computer.
8. --- Date due stickers are put on the back of each book and the check out is complete. Shelf markers are kept in the library and reissued when the class next meets.

Overdue Books And Renewals

Books are checked out for one week at a time and are due back on the next scheduled library class day. Everyday for which a book is overdue will attract a fine of twenty Ghana pesewas (GHC 0.20). Additionally, , notices will be sent to the student and parents on the day they are due and overdue books must be returned before additional books can be checked out by the student. If the book is not returned, repeat notice will be issued weekly. After the third overdue notice, the book is considered lost and payment must be made before additional books can be checked out.

Books may be renewed if they have not been reserved by another student. To renew, a book must be physically present in the library. A student who wants to renew a book must therefore bring the book back to the library for renewal.

Student Conduct in the Library

Rules

- (1) No bags are allowed in the library. Please leave your bags in your classroom lockers
- (2) No food and drinks are allowed in the library. Please leave all food and drinks outside.
- (3) Do not talk in the library. If for any reason you have to talk e.g requesting for assistance to find a book, use a quiet voice so you do not disturb other library users
- (4) Listen and follow directions from your teacher and from the library staff.

Consequences of breaking the rules

- (1) On your first infringement you will receive a verbal warning from the library staff
- (2) If you continue to misbehave after the verbal warning, you will be asked to return to your classroom and your teacher will be notified. A red mark will be put on your library record
- (3) If the misbehavior is severe you will be sent to the headmaster's office
- (4) In the case of repeated misbehavior such that you get three or more red marks on your library record, you risk being banned from use of the library for a period and your parents being notified

Library Contract¹

I understand that this is **my** school library. The care and return of all library books I borrow is **my** responsibility. This means **I will:**

1. Read and look at my books!
2. Keep books clean and dry.
3. Use a bookmark to mark my place.
4. Leave book jackets attached to the books and not remove them.
5. Keep the book free of writing or drawing.
6. Keep books in a safe place (away from young children, pets, water, etc.)
7. Carry my library books carefully.
8. Return my books on time so that others may borrow them.
9. Report any damage I notice in a book to the librarian. If I choose not to be careful and responsible with my books, I understand the following things may happen:
10. If I lose a book or damage it, I will need to replace it by purchasing a new copy or paying for the damaged one.
11. I will not be able to check out other books until my fines are paid, or my books returned in good condition.
12. A notice or bill will be sent to my parents.
13. Overdue notes will be sent home with the student when a book becomes overdue. At the end of 1 month, a bill will be sent to my parent /guardian.

I understand my responsibilities as a Tot to Teen School library user and agree to follow these rules.

Student _____ Class _____

As a parent or guardian, I agree to help my child remember to take care of his/her library books and return them on time. If a book is lost or damaged, I agree to pay the replacement cost in a timely manner. I understand that my child will not be able to bring books home if I do not take care of any fines (for lost or ruined books).

Parent or Guardian _____ Date _____

Students will only be able to check out library materials when this contract is signed by the student as well as the parent /guardian and returned to the library.

¹ Acknowledgements: Adapted from: <http://www.efeslib.maryville.k12.mo.us/library-policies.html>

Policies and Information for Teachers²

Last-minute reservations	Call the library or send a student down to check on availability. If a class is not already in the library or computer lab, you are welcome to bring your class.
Materials for Teacher Use	Teachers may check out videos and books for extended periods of time for classroom and personal use. The deadline on extended checkout is one month unless another patron requests the material. All materials are collected at the end of the school year for inventory purposes.
Sending a group to library during the class period	Individual students and small groups (2-5 students) can be sent to the library with a pass. The pass should have the full names of students and the teacher name (printed rather than signed so that the librarian can read it). There should be times noted for when the students left the classroom and when they are expected to return. Larger groups should be accompanied by the whole class and teacher. Students may be sent back if there is inadequate space or computers for them. In such a case the class teacher is responsible to make sure the students who did not get space are suitably occupied. They are also responsible to reschedule with the librarian another slot of time for these students.
Supervision	Teachers are required to supervise their classes in the library. Monitoring student computer and Internet use for a library session by computer is part of teacher supervision.
Substitutes	Students tend not to stay on task in the library when supervised by a substitute. Please do not schedule a library period when you know you will be absent, unless you have made prior arrangements with a responsible person to assist with the lesson. For unexpected absences, please schedule an alternate activity in the classroom, if possible. Substitutes should not send students to the library without prior authorization from library staff.

- Teachers need to be familiar with the library and computer lab as to better assist the students needing help.
- Please advise your students to save their work to their personal USB drive if they need to do so during a computer lab library session. Work should not be saved onto the computer in the lab as it may not be there the next time they use those computers.
- Teachers should avoid sending their class to the library with a substitute when they are absent. If this is unavoidable, please have a solid lesson plan provided to use in advance.

² Acknowledgements: Adapted from: <http://www.fhs.fuhsd.org/libpolicy> Sunnyvale
Freemont High School library

Library Materials Selection Policy

Library materials are selected based on the knowledge of the primary and junior high school curriculum with the following guides in mind:

- (1) Literary excellence
- (2) Lasting importance or significance to a field of knowledge
- (3) Support of the curriculum and educational goals of the Tot to Teen school
- (4) Favorable recommendations by educational professionals
- (5) Reputation and significance of the author, illustrator or publisher
- (6) Timeliness of the material
- (7) Contribution to the diversity of the collection
- (8) Appeal to the library users
- (9) Suitability for intended use

Teachers and parents are encouraged to take an active role in recommending materials for the library, keeping these criteria in mind. This is to help us to be responsive to the curriculum needs of the students.

Within the possible limits of our resources, we will respond to high quality recommendations.

Donations in keeping with our library policy are also welcome.