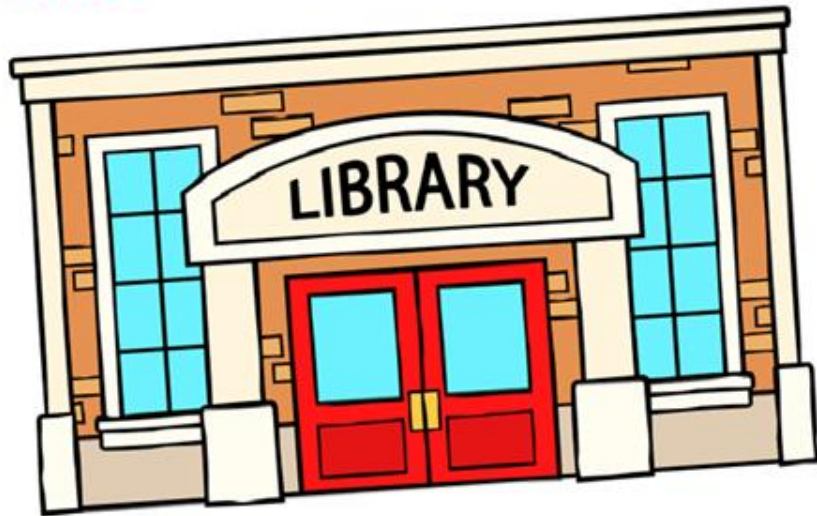


Western Rockbridge Elementary School
2022-2023

HANDY-DANDY

Guide to the School Library



Ms. Loretta Librarian
Phone: extension 5223



- Editable
- Easy to Use
- Essential for New School Librarians

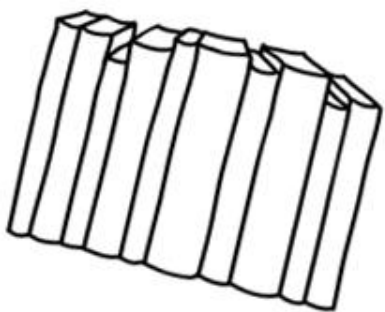
LIBRARY INFORMATION TEACHERS NEED...

All in one Handy-
Dandy place!

TABLE OF CONTENTS

- 1--Meet Your Librarian
- 2--Meet Your Library
- 3--Using the Library
- 4--Before and After School
- 5--Parent Visitors
- 6--Checkout Policies
- 7--Overdue Materials
- 8--Lost Materials
- 9--Damaged Materials
- 10--Book Challenges
- 11--Using the Library Catalog
- 12--Online Resources
- 15--About Copyright
- 16--Common Uses of Copyrighted Materials in Schools
- 17--Laminating Services
- 18--Scheduling the Library
- 19--Scheduling the Laptop Trolley
- 22--The Library Makerspace
- 23--My Passwords

MEET YOUR LIBRARIAN!



Ms. Loretta Librarian, MLS
Phone: extension 5223
lorettalibrarian@wrms.k12.edu
www.wrmslibrary.com

Hi, my name is Loretta Librarian and I am the librarian at Western Rockbridge Elementary. I love working in the school library! This school year is my sixth year in education and my third year in the library. I am a Texas certified teacher for PreK-Grade 4 and an all-level certified school librarian. I received my Master's Degree from Cornell University and have lived in Texas since 2009.

The best part about working in the library? The students! I love helping our students discover their passion for reading and helping them to become independent and lifelong learners.

When I am not in the library, I enjoy reading, swimming, and scuba diving. Need a book recommendation? Just ask!

Includes pages
to introduce
yourself, library
staff, and the
library.



RECORD DATABASE LOGINS & URLS

Type in your databases, URLs, and logins once and...DONE!

No more phone calls to the library to ask for database logins.

SHARE FAIR USE GUIDELINES

Many teachers do not thoroughly understand what constitutes fair use.

Help them with some clear and simple tips for common uses.

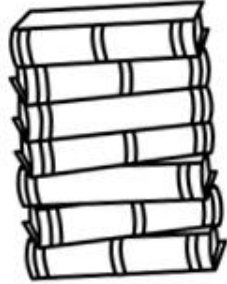


CHECKOUT POLICIES

CHECKOUT LIMITS

Students: one book per level of grade:

- PreK, K, and Grade 1—1 book at a time
- Grade 2—2 books
- Grade 3—3 books
- Grade 4—4 books
- Grade 5—5 books



- Teachers: up to 50 books at a time.
- Parents: up to 10 books at a time.



RENEWING MATERIALS

Students and teachers may renew their books as many times as needed as long as no one is on-hold for the book.

COMMUNICATE LIBRARY POLICIES

How many books can be checked out? How many times can books be renewed? Can reference materials be checked out?

THREE EDITABLE FORMATS

All text is editable in:

- PowerPoint
- PDF
- Google Slides

SCHEDULING THE LIBRARY



WRES LIBRARY HOURS:

MON:

TUE:

WED:

T

LAMINATING SERVICES

WE CANNOT LAMINATE:

- ✓ Student work
- ✓ Personal items
- ✓ Items with dates
- ✓ Any items cannot be reused

WRES Library offers limited laminating services for teachers and staff at WRES.

Things to remember:

- ✓ The laminating machine is fussy and breaks easily. Please do not operate the laminating machine unless you have explicit permission from the principal or librarian.

- ✓ Laminating film is expensive and does not biodegrade. Please consider this every time you decide to laminate something.

Thursdays. Please be sure you turn in

WE HAVE A MAKERSPACE HERE'S HOW IT WORKS.

WHAT IS A MAKERSPACE?

Makerspace is an area where students are encouraged to "maker" with new technology, STEAM projects, building materials, and/or equipment. Makerspaces are often technological in nature, but they do not have to be.

ABOUT OUR MAKERSPACE

Makerspace is new and contains the following items for students to try. Active adult supervision is required at all times for students using the 3D printer.

- Spheros
- Play-Doh and Slime
- Various crafting supplies

MAKERSPACE HOURS

Open to students on Tuesdays after school.

Join the Makerspace



SIX COVERS TO CHOOSE FROM

3 designs in color
or printer-friendly

blackline

