

Dear Parents and Caregivers,

Thanks for offering to help out in the Peirce School Library. I look forward to seeing you throughout the rest of the school year. Volunteering in the library is a great chance to serve in the community!

It is helpful to have 1-2 parent volunteers per class (but no more than 2).

Due to the detailed oriented work needed when volunteering in the library, it is important that you are trained in how to help. This training is done individually with the volunteer coordinator, or as a group. Additionally, this page contains important information about safety, confidentiality, policies, and procedures, and **it is expected that you read this information as part of your training.**

If you have more questions about volunteering and/or scheduling, please reach out to the volunteer coordinator.

We appreciate your willingness to help! Thanks!

### **FOSTERING LEARNING**

When you are here to volunteer in your child's class, please remember that you are there to help the whole class, not just your child. **Try not to distract your child** when any teacher is speaking to the class. It makes it hard for the child to focus on what the class is doing.

If you have a child who has trouble separating from you at morning drop off, it may be a good idea to wait a few months before you begin to volunteer in the library. This is especially true for our kindergarteners who are still adjusting to life in their new school. Sometimes first graders also need to be more independent before they can really handle a parent's presence in library class.

Younger siblings are not permitted to accompany you. Unfortunately the library space is too small where younger siblings are out of view or a distraction to students.

If we are fortunate enough to have several volunteers for a particular library time, please use that time to **help organize the shelves**. The stacks can always be checked to be sure books are in their proper locations.

Chatting among the parents can be distracting for the kids and the librarian, so **please respect the library as a classroom**.

### **Open Communication**

The library is a space that is designed to foster student learning and independence. If you are wondering about anything you see, please feel free to reach out to the library teacher.

## **Safety and Confidentiality**

Your Massachusetts CORI check **MUST** be on file with the front office before you can volunteer. This is a safety issue and we appreciate your help in keeping our community secure. As with any other time spent in the building, you must sign in and out of the front office when volunteering in the library - signing out is important so that we know you have left the building.

If you are present during a fire drill, lock down drill, etc. you **MUST** follow school safety procedures. All persons must be accounted for during these drills, including volunteers.

It is crucial that our volunteers **respect the confidentiality** of all of our students. Please do not have conversations with other volunteers or any persons about academic ability or social-emotional behavior of any students in the class that you observe. Student library information, such as their checkouts and contact information, is also confidential and cannot be shared. If these rules are not respected, you will not be able to serve as a volunteer.

Thank you for your help in maintaining the library as a safe and secure learning environment.

## **TASKS**

### **Using the computer**

- The computer should be up and running with Destiny already opened. If Destiny is not open...
  - Peirce Website
    - Library
      - Catalog
        - Log In (Admin116 Peir170)
          - Catalog

### **While the lesson is taking place...**

Check in books

- Go to "Check In" screen in Destiny on computer (under the circulation tab)
- Scan the Peirce Barcode, making sure the book appears on your screen.
- Organize books onto the shelving cart.

Shelving

- Reshelve items by call number order
- Place display items in appropriate areas.

Shelf Reading

- Organize books on the shelves - little fingers frequently leave shelves disorganized!

## **During Checkout time...**

Check out books

- Go to "Check Out" screen
- The students will scan their library cards, make sure their name is on the screen.
- The students will scan their book, again, make sure it appears on the screen.
- Adhere to the checkout limits and policies.

Encourage independent use of the library.

- Students are learning how to navigate the library. When they ask for help, encourage them to try looking on their own or asking a friend.

## **Shelving Guide**

### **Call Numbers:**

Picture Books = P (Yellow Sticker)

Early Readers = ER (Orange Sticker)

Fiction = F or FIC

Graphic Novels = 745.5 or GN (Red Sticker)

Non-Fiction = ###

Biography = B or BIO

### **Special things to pay attention to:**

Series Bins = in buckets/bins in the back of the library. Explore this area to get acquainted with what books are in this section.

## **CHECKOUT POLICIES**

### **Check Out Limits:**

Kindergarten = 2

1st Grade = 2

2nd Grade = 2

3rd Grade = 3

4th Grade = 4

5th Grade = 5

### **Renews**

Students may renew a book only **3 times**, then it must be returned.

## **WHY YOU'RE HERE**

You are important to the library program! By volunteering in the library you are helping the students, community, and library teacher. Because of you...

- Students can check out more books. Higher check out limits are nearly impossible to manage without volunteers to help with shelving.
- The library teacher can conduct Reader's Advisory with your students rather than circulation tasks. Which means...
  - Students can find books they are passionate about!
  - Teachers can more easily access the collection
  - Students can learn more! Their library teacher can focus on the learning that happens in the library, rather than the tasks you help with.
  - More members of our community know about what really happens in the library. This is an active learning environment, and you help spread the word to people who can't see it in action!

## **Library 2022 Schedule**

### **Tuesday**

K: Psychojos/Luce - 8:45 - 9:15

K: Corvo - 9:15 - 9:45

3: Beaulieu/Raczka - 10:15 - 10:45

3: Donahue - 10:45 - 11:15

3: Berneburg - 11:15 - 11:30

### **Wednesday**

2: Capodilupo - 8:45 - 9:30

2: Salzsieder - 9:45 - 10:30

4: Disipio - 10:45 - 11:15

4: Busk - 11:15 - 11:45

### **Friday**

5: Carey - 10:15 - 10:45

5: Champagne - 10:45 - 11:15

1: Norvell - 11:30 - 12:15

1: Tracey - 1:45 - 2:30