

Guidelines for Elementary Library Media Centers

Assistants:

- ✚ Make sure that assistants are working 17 hours a week during the hours **when school is in session**.
- ✚ The 17 hours does not include the half-hour lunch in the middle of the day.
- ✚ On four-day weeks work 13.5 hours. On three-day weeks work 10 hours.
- ✚ Schedule a 2-hour block of time when both assistants work together without classes.
- ✚ Notify the principal and your specialist if the library is to be closed for any reason.
- ✚ Make sure that both assistants can complete all aspects of the job.
- ✚ Presenting the entire library-media curriculum is not optional.
- ✚ Notify the specialist if anything unusual is going on in the library.

Circulation:

- ✚ Kindergarten students are entitled to full library-media services.
- ✚ Kindergarten students are encouraged to check out one book each as soon as the teacher deems it advisable.
- ✚ Other grade-level students may check out at least two books from any section in the library.
- ✚ We advocate self-selection of library books.
- ✚ While selecting books for check out, students may reshelv a book and choose another one, provided they have used a shelf marker for accuracy.
- ✚ Renewals and holds are permissible.

Collection:

- ✚ Specialists are responsible for developing and organizing the library collection.
- ✚ Assistants circulate materials, shelve books, repair books, complete specialist-assigned projects, and keep the library clean and inviting.