

MAY I EAT IN THE LIBRARY?

Sorry, no. Food and drinks are not allowed in the library.

HOW DO I FIND WHAT I AM LOOKING FOR IN THE LIBRARY?

I'm glad you asked! We will be learning all about the library and ways to find what you're looking for, so stay tuned.

We are looking forward to a fun year in the library. There will be storytelling, showcasing new books, enjoying Caldecott and Newbery award winning and honor books, participating in the California Young Reader Medal program, Family Reading Day events, Scholastic Book Fair (Fall and Spring), learning new library skills, and other special activities. We hope you will come in and "CHECK IT OUT!"

Mrs. Eggy, IMT
Maple School Librarian



MAPLE LIBRARY STUDENT HANDBOOK

Welcome to the Maple School Library! The library contains a wide selection of **books, magazines, reference materials** and **search computers**.

In order to make the library a pleasant and productive place for everyone, there are **three** major **library rules** we use:

- 1. Be considerate of other people in the library.** That means using "six inch" voices and not distracting others.
- 2. Take care of materials and equipment.**
- 3. Return items on time and in good condition.**

BE CONSIDERATE, USE 6-INCH VOICES

Distracting others will not be a problem if students are quietly listening, looking for a book, reading, doing homework, or working on a project. **After one warning, students will be asked to leave the library.**

HOW MANY BOOKS MAY I CHECK OUT?

Grades K – 2: one book at a time for a one-week period.

Grades 3 – 5: two books at a time for a one-week period.

(Students may not check out any additional books or materials if they have any overdue items. Notices will be sent home if any items are overdue for more than one week.)

WHO CAN HELP WITH CHECK OUT?

Parent Volunteers help with check out.

Responsible Student Library Aides are selected by their teachers to bring the library book bins back to the library and assist the Librarian when asked.

HOW DO I CHECK OUT A BOOK?

Students may check out a book by giving their name and the book they wish to check out to the adult at the check out desk. The students "Library ID" and book will be scanned into the computer. You

may then take your book, find a seat and quietly read until library time ends.

I HAVEN'T FINISHED MY BOOK, MAY I RENEW IT?

You may renew a book once. Place a RENEWAL slip (found in your Classroom's library bin) in the book's inside pocket before you place your book in the book bin. The book will then be ready for you when you come for your Classroom Visit.

WHAT IF MY BOOK IS LOST OR DAMAGED?

If you always keep your library books in the same special place at home, there is less chance of losing them. Ask your parents to help you look for lost books. If it still can't be found, report the loss to the librarian. Your parents will be billed for the lost item. If you find your lost book after you have paid for it, bring it back to the librarian and she will gladly refund your money! Most damage to books is caused by juice and water stored in your backpack. Please be careful. Liquid is a book's worst enemy.

