

# Martin Middle School Library Policies & Procedures

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## Library Mission Statement

Through a student centered learning environment, the Martin Library strives to create successful lifelong learners prepared for the rapidly changing world through the development of literacy and 21<sup>st</sup> century skills.

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The Martin Library website includes a digital version of these policies and procedures, as well as direct links to the online resources listed within this document.



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[www.martinmslibrary.weebly.com](http://www.martinmslibrary.weebly.com)



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1601 Haskell Street

Austin, TX 78702

## Martin Middle School Library Policies & Procedures

### Library Hours

The Martin Library is open from 7:30am-5:45pm.

#### *Early Morning Rise & Shine Club (7:30-8:25)*

Rise and Shine Club is run through ACE Afterschool Programs. Ms. Meisetschlaeger (512-414-3078) is the ACE lead program coordinator, and Ms. Arnold (512-841-2591) is the teacher of Rise and Shine Club. The courtyard door of the library will be opened at 7:30 a.m. Students are only allowed to enter the library through the open courtyard door and must remain in the library until 8:25 a.m. when they will report to their grade level designated area (gym or cafeteria). Students who try to enter the library through the building will be redirected to the courtyard door, and no students may exit the library into the building until 8:25am. During Rise and Shine Club students may do homework, read, use computers, or socialize quietly. Students are not permitted to use cell phones or eat in the library during early morning hours.

#### *Lunch*

Ten library lunch passes per grade level will be distributed to students throughout the morning before lunch with the date stamped on each pass. Class visits will take priority over lunch hours, and if a class is signed up to visit the library, lunch passes will not be distributed for that time. Students with passes get their food at the beginning of the lunch period and wait for Ms.Scanlan in the cafeteria. Students must enter and exit through the courtyard doors, unless it is raining. During lunch library hours students may do homework, read, or play board games. Students are not permitted to use cell phones or play games on computers in the library during lunch hours. Students are asked to stay in the library and keep any food waste or trays until 5 minutes before the lunch period is over. Students then report to the cafeteria and throw away their trash ONLY in the cafeteria trash cans. Students then wait in the cafeteria to be dismissed with their class. A sample lunch pass is featured below:

<b>6th Grade Lunch</b>	
<b>LIBRARY Pass</b>	<input type="text" value="DATE"/>
<u>Procedures for coming to the library during lunch...</u>	
<ol style="list-style-type: none"><li>1. Pick up this pass from the library any-time BEFORE lunch.</li><li>2. Get your food, and come straight to the library.</li><li>3. EAT.</li><li>4. 5 minutes before the end of lunch, go back to the cafeteria, throw away your tray, sit down, and wait to be dismissed.</li></ol>	
<b>ALL TRASH MUST BE THROWN AWAY IN THE CAFETERIA.</b>	

## Martin Middle School Library Policies & Procedures

### *Afterschool Homework Haven*

Homework Haven is run through ACE Afterschool Programs. Ms. Meisetschlaeger (512-414-3078) is the lead ACE program coordinator, and Ms. Arnold (512-841-2591) is the teacher of Homework Haven. Homework Haven will take place in the library after school everyday from 4:00-5:45 unless there is a meeting. On days there are faculty meetings, etc. Homework Haven will meet in Ms. Arnold's room, 101. Students must sign in in the cafeteria with ACE after school programming and then report to the library when they are accompanied by Ms. Arnold.

### **Library Lessons and Teaching**

All library lessons are available online here:

<http://martinmslibrary.weebly.com/library-lessons.html>

The librarian is happy collaborate with teachers to create new lessons or modify existing lessons to meet the needs of our learners.

#### *Library Expectations and Procedures/ Orientation*

All ELA classes will complete a library orientation upon their first visit to the library at the start of the year in the form of a presentation by the librarian. Students new to Martin may independently view the orientation presentation on a computer. Reminders or abbreviated versions of the expectations in the orientation lesson may need to be revisited throughout the year.

#### *Library Skills Lessons*

When ELA classes visit for book check out, they will often participate in a brief library skills lesson, such as book selection, how to use the sections of the library, digital citizenship or advanced catalog searching.

#### *Research Lessons*

A basic research lesson can be provided to any class. It covers the steps in the research process and how to use the AISD databases. Research lessons can also be tailored to meet the needs of your subject and research assignments.

#### *Presentation/ Product Lessons*

The librarian is available to provide lessons on presentation applications or other product oriented applications. Past lessons have included Google Slides, Power Point, Prezi, Haiku Deck, and Glogster Edu. The librarian can also help you set up Edmodo for class discussions, etc.

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### *Other Lessons as Needed*

The librarian is open to any collaboration with teachers. Past collaborations have included working with AVID on action research projects, CTE classes on financial literacy, science classes on researching diseases, social studies researching various time periods and events, and ELA classes on analyzing and presenting short stories.

### **Visiting the Library**

#### *How to Reserve the Library for a Class or Meeting*

The library can be reserved at: <http://martinmslibrary.weebly.com/library-sign-up.html>

Please check the library calendar embedded on this website to ensure that the time you are requesting is available. Requests must be submitted by 12:00pm the day prior to the requested time. Please specify if you need any special set up or accommodations.

#### *Class Visits*

Teachers must sign up to bring their classes to the library ahead of time. The librarian is available to teach lessons by request.

#### *Students with a Tutor or Mentor*

One-on-one tutors and mentors are welcome to drop in as needed in the library. Tutoring and testing groups with more than five people must be pre-arranged to ensure an optimal learning environment.

#### *Individual Students*

Teachers should pre-arrange independent student visits with the librarian via phone call, paper pass, or prior conversation. Students must arrive with an assignment and be prepared to work. Playing games on computers is not an acceptable activity unless the teacher has pre-arranged this as a special incentive for individual students.

#### *Staff or Community Members*

Staff and community members are always welcome to use the library in small groups. If the group will be larger than 8 people or requires a quiet, uninterrupted environment, please reserve the library here: <http://martinmslibrary.weebly.com/library-sign-up.html>

A small office may be found near the exit of the library through the reference section and is available for private meetings or interviews.

## **Martin Middle School Library Policies & Procedures**

*Students may use the library to:*

- Study
- do homework and complete class assignments
- check out materials
- use the computers for research or school work
- read books, eReaders, and magazines
- Games and quiet socialization will be available on a limited basis during non-instructional time (before and after school, lunch). Computers are only available for non-academic activities before and after school.

### *Food*

Meals should be eaten in the cafeteria. No food should ever be eaten near the computers. Food will be allowed at faculty meetings and other special events. All food waste should thoroughly cleaned up and thrown away outside the library to prevent attracting pests to the library.

### *Computer and Electronic Device Usage*

- Computers and electronic devices in the library must be used in compliance with AISD's acceptable use policy and Martin's Computer and Technology Expectations. Phone are not allowed during the school day at Martin. The computers in the library will only be used for research and school work during the instructional day. Computers are only available for non-academic activities before and after school. Exceptions may be made for special incentive programs.

## **Library Materials Policies and Procedures**

### *Using the Computer to Checkout Books*

Directions for checking out books are located on the circulation counter next to the circulation computer. Students and teachers may check out books independently as long as they do not have overdue or missing materials.

### *Student Checkouts*

Students are allowed to check out two items at a time. Missing or lost books from previous years count towards these two items. If a student is unable to check out, they will be allowed to choose a book from the paper back rack. The books from the paperback rack do not need to be checked out or returned. These books are identified by their covered library barcode or lack of library barcode. They are also known as "free books" or "give away books".

Student library books can be checked out for two weeks at a time. Students can renew books up to three times.

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Students who have not returned or renewed books after two weeks will show up on the school wide overdue list.

### *Nooks for Student Checkout*

Students must have completed and returned the Nook Permission slip and the district acceptable use policy before checking out a nook. These are both available on the library website and in the wooden handouts rack at the entrance to the library.

Nooks can be checked out for 2 days at a time. If students do not bring the Nook back on the day it is due, they will not be allowed to check it out for a week. Each day the Nook is not turned in counts for a whole week the student will not be allowed to check it out. When a student returns the Nook within the 2 day period, they may recheck out the Nook and take it home that very same day. The 2 day checkout limit is to ensure that Nooks do not get lost.

Nooks may only be used for reading eBooks or listening to audio books. Students may not: download anything onto the Nook, delete any Nook content, or change any of the settings on the Nook. Any misuse of the Nook will result in a loss of Nook privileges. Inappropriate use of the Nook is subject to Austin ISD Acceptable Use Policy.

### *Teacher Checkouts*

Teachers may check out an unlimited number of items.

Teacher library materials may be kept for a semester at a time. They may be renewed mid-year and kept for the whole year.

### *Nooks for Teacher Checkout*

Teachers may check out individual or class sets of Nooks for reading or research with students in the classroom. Teachers may check out Nooks for 1 week at a time. When Nooks are used by teachers or as a class set, they may be used for purposes other than eBooks and audiobooks.

### *Overdue and Lost Materials*

Student library materials kept longer than two weeks are considered overdue. Overdue notices will be passed out approximately once a month. No fines will be issued for overdue library materials as long as they are returned.

Library materials that were not returned from previous years are considered lost materials. Materials from first semester that have not been turned in will be declared lost during the second semester. Students are responsible for returning or paying for these materials.

## **Martin Middle School Library Policies & Procedures**

On the first Friday of the month, fines will be forgiven for \$5 per lost item.

### *Requesting Materials from Library Media Center*

The library can request to borrow materials from the Austin ISD Library Media Center on behalf of teachers. These materials will be checked out on each teacher's library account. Teachers are responsible for maintaining the condition of these books and ensuring that they are all returned to the Library Media Center.

### Requesting Materials from Other Campuses- Interlibrary Loan (ILL)

The library can request to borrow materials from other AISD campuses for both students and teachers. These materials will be checked out on the Martin ILL library account. Students and teachers are responsible for returning these books to the Martin Library on or before the due date.

Students and teachers may request books that are not in the Martin Library on the homepage of the Martin Library website by clicking on "Request a Book".

If Martin already owns the book, a hold will be put on the book and it will go straight to the requester when it is returned. If it is a book the library does not own, it can be borrowed from another school library (Inter Library Loan). If it is a book we should own and we have the funds for it, the book will be purchased.