



HUBENAK ELEMENTARY SCHOOL LIBRARY

Volunteer Handbook

General Information

Thank you for generously volunteering your time to help in the Hubenak Library. Your presence is invaluable in supporting our library program throughout the school year. This handbook is designed to outline the procedures we follow in circulating and shelving library materials. Each task is organized under a separate heading. Should you have any questions, please do not hesitate to ask. Welcome to the library!

Check In

When you arrive, please check in at the Main Office. You will be given a school visitor pass to be worn for the duration of your visit. Please accept this in a spirit of concern for the welfare of our students. Remember to check out through the office when leaving.

Absences

If you know in advance that you will be unable to work during your scheduled time, please email me at kdigoy@lcisd.org or email Michelle Smith, our Volunteer Coordinator at mich-smith@att.net because she might be able to get a replacement for you if you have a set time.

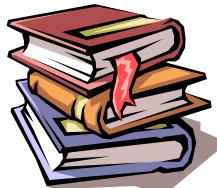
Volunteer Tasks

First and foremost, volunteers are needed to shelve books that have been returned and to check materials in and out using the computerized circulation system. The system uses a barcode scanner to read the barcode of the book and the barcode that has been assigned to the student. The circulation system is easy to use and does not require special computer expertise. When time permits, shelf reading can also be done to ensure the integrity of our shelves.

Classes

Kindergarten through 5th grade classes come to the library once a week. On a Week 1 schedule grades K-2 receive a 30 minute lesson and grades 3-5 come

to check out. On a Week 1 schedule grades 3-5 come in for a 45 minutes lesson and grades K-2 come to check out. If it is a lesson week, the students will check out at the end of their lesson.



CIRCULATION PROCEDURES

Checking Books In

Books are brought to the library after announcements. These books are ones students are returning from the previous week. Books are checked in using the following steps:

- Login as 126vol01.
- Select “Circulation”
- Select “Check in”
- Glance at the screen make sure you see a listing of the books that are being checked in.
- After a book is scanned, it is ready to be sorted by collection (i.e. Fiction, Biography, Everybody, Dewey Decimal Non-Fiction, or DRA colored label section) and placed on the book carts beside the checkout counter. After books are checked in and sorted, they are moved to the floor for shelving.

Checking Out Books

- Login as 126vol01.
- Select “Circulation”
- Select “Check Out”
- Scan the barcode label on the student’s library card or manually type their number in.
- Scan the barcode that is located on the back of the book.
- You should hear an audible signal when checking out and should see the titles of the books on the student’s record. **Be careful not to go too fast or the book won’t be scanned.**
- Kindergarten and students check out one book each and the rest of the grades may check out two books each.
- Students are allowed to renew/recheck a book one time.

- If a student comes to the library outside of their library time and they do not have a library card, you may need to do a search for their name.
- Watch the screen during the check-out process for accuracy, messages, and overdue books.
- Students are allowed one bookmark on their library day.
- If you have a question or concern about what a student is checking out, please refer them to me. **No more than one graphic novel per student.**
- Books in poor condition or with tattered covers need to be repaired before being shelved. Please set them aside.

Teacher Check Out

Teachers do not have library cards. You will need to find the teacher's name and click OK. Teachers may check out an unlimited number of items.

Overdue Books

Students must return all of their library books to the library or bring them back for recheck in order to check out new books.

A student may not check out a book if there has been a "block" placed on their record due to a lost or damaged book.

Miscellaneous

- **Book Requests** – Teachers can put books on hold electronically. Daily we will print the teacher hold list and pull any books they request. Books can be placed in their box or delivered to their classroom.
- **Searches** – using the "Item" search button or catalog to locate a specific item in the library.
- **Birthday Book** – If a student has a birthday book, they may have an extra book checked out.



Shelving Procedures

We are fortunate to have a wonderful collection of books for the students to enjoy and checkout. However, if students cannot find these books because the shelves are in disarray, our purpose is defeated. Shelving books may seem like

a tiring and tedious task. However, proper shelving is a basic necessity for a well-organized and efficient library.

Although the system may seem a bit complicated at first, you will soon become familiar with it. In general terms, most materials are shelved in the following collections:

- E Everybody (Picture Books)
- E Everybody (Early Readers – Color Coded)
- F Fiction (Chapter Books)
- B Biography
- Numbers Dewey Decimal Nonfiction

You can determine where the books belong by reading the label on the spine of the book. If the spine label is missing or torn, please set the book aside on the circulation counter for repair.

Please plan on spending a portion of your time on shelving the library books.

Everybody Books (Picture Books & Easy Readers)

These books have an E on their spine labels. Under the E is the first three letters of the author's last name. Below is an example of a spine label on an Everybody book written by Bill Martin Jr.:

E

MAR

Everybody books should be arranged alphabetically on the shelf by the author's last name. For example, Jane Smith's books would come before Tom Smyth's books on the shelf. The Everybody section gets lots of use by the younger children and requires frequent attention.

We do have separate shelves for color coded Everybody books. All color coded books should be shelved on these shelves in the Everybody section. (Do not confuse these with AR or series labels.)

Fiction

Fiction books have an F on their spine labels. Under the F are the first three letters of the author's last name. Below is an example of a spine label on a Fiction books written by Sharon Creech:

F
CRE

Like Everybody books, Fiction books should be arranged alphabetically on the shelf by the author's last name. Books by Mary James would come before books by Robert Jones.

Nonfiction

Nonfiction books are arranged according to the "Dewey Decimal System of Classification". This is a system that was designed many years ago as a way of organizing books based on subject content.

The Dewey System is numerical and arranged according to 10 subject areas. Below are examples of spine labels on nonfiction books:

398.2	398.2	398.24
ADA	DEM	WAR

The important thing to remember about shelving nonfiction books is that the Dewey System is a decimal system. The decimal .23 is a smaller number than .4 and should come first on the shelf. When Dewey numbers are the same (most fairy tales are 398.2), books should then be arranged alphabetically by the author's last name. Below is an example of nonfiction books arranged in correct shelving order:

001.4	305.2	567.9	599.746	599.747	599.82
MAR	FRE	ALI	PEN	SCH	MOR

Accuracy in shelving nonfiction books is very important. A book in the wrong place will probably not be found by the student looking for it. If you have any questions about shelving nonfiction books, please ask for help. If you find a shelf that is in disarray, please try to reorganize it if you have time.

Biography

The Biography books have a B on their spine labels. Under the B are the first three letters of the person's last name that the book is about. The Biography books are found on the side wall near the double doors.

Other Collections and Media

Reference – REF

Reference books include the encyclopedias, dictionaries, atlases and almanacs. These books usually do not leave the library but occasionally are checked out by the classroom teacher for research.

Shelf Reading

Our library gets heavy use. To make sure a book can be found when it is needed, it is helpful to "read the shelves" when there is extra time. Applying general shelving rules, the spine label of each book is read, book by book, to make sure every book is where it should be. Shelves should be straightened frequently to maintain a neat library so our students will be encouraged to keep it that way. Books should be pulled evenly to the front of the shelf, standing nice and tall with the bookends in place.

This and That

- Please feel free to assist students and answer any questions they have. Refer any questions that you are unable to answer to me or the teacher. **Any discipline issues will be handled by me or the teacher.**
- Please respect the privacy and confidentiality our students and teachers.
- The time spent helping at school should not be used to talk to the teacher about your child. Please make other arrangements for a teacher conference.

*Thank you so much for supporting the library and for
fostering a life-long love of reading!*

Volunteers Do Make a Difference!!!