

WE'RE OPEN...COME ON IN!

FLEXIBLE OPEN TIMES:

*** MONDAY, TUESDAY & THURSDAY 8:30-9:15**

*** FRIDAY 7:45-8:30 AND 9:15-2:30**

**FRIDAY OPEN TIMES ARE INTENDED FOR TEACHER USE WITH
COLLABORATION OF THE MEDIA SPECIALIST AS NEEDED/REQUESTED.**

**IF POSSIBLE, PLEASE PLAN AHEAD TO BOOK GUEST SPEAKERS DURING
THE OPEN TIMES.**

Wayland Library Guidelines

✓ Library Passes

- Each homeroom will have 1 Checkout Pass and 1 Free Reading Pass
- Extra times kids may use the library!
 - Send kids on a Checkout Pass anytime from 7:30-7:55, 10:30-11:30, and 12:00-2:30.
 - If you have several students who need books, please call the library. We may be able to accommodate them all at the same time.
 - Send kids on a Free Reading Pass from 2:30-3:15.
 - Students who are not reading will be sent back to the classroom.

✓ Independent student activities

- Just send 'em with a note
 - If there are more than 5, please accompany the kids or call to see if we can accommodate them.

✓ Students staying in from recess/P.E.

- Just send a note with the individual student. To keep students focused on reading, we ask that they not be accompanied by friends.

- Per administration, if there are several students staying in from a grade level, a teacher from the grade level should remain in the classroom with them.

- ✓ **Overdue Books**
 - 1st-6th grade students with two overdue books will be allowed to checkout additional books when the overdue book is returned, paid for, or arrangements are made with the librarian or administration to clear the account.
 - K students with an overdue book will be able to checkout additional books upon return or payment of the book, or by request of the teacher or parent.
 - Please notify library staff if a student's situation does not allow him/her to pay for the lost/damaged book. Other arrangements will be made by the LMS so that students do not go without checking out books.
 - Overdue notices will be sent monthly and we are in the process of setting up ONE CALLs that will be made more frequently.

- ✓ We'd love to host your guest speakers in the library during open times. Be sure to book early to make this happen.

- ✓ With the new standards, there seems to be an increasing need for non-fiction materials. If you find books that you would like the library to purchase, please give the title to me.
 - There are lots of great books in the Book Room. During one of your planning meetings please try to go through the books as a grade level and determine what will be useful with the new standards.

- ✓ **Library Catalog**
 - Can be accessed from the internet ... destiny.ohio.kyschools.us

**FYI---Terri is out of the library from 8:00-10:20
helping with intervention.**

***Please let me know if you
need help
finding/gathering
materials!***