

LAA Media Center

Volunteer Guide

Jobs:

1. Check-in/out books for K-2nd graders
2. Shelve books
3. Label books according to the new Guided Reading System
4. Label Series with the Series label
5. Repair books
6. **Be in charge of a section of books in the library**

Checking books in and out:

The computer in the Media Center is almost always open to the circulation page.

1. To check-in the books the kids brought in, click on “Check-In” in the left upper corner and scan all the books.
2. To check books out, click on “Check-Out” in the left upper corner. Mrs. Ireton will provide you with a list of students’ names and a barcode next to each name. When checking out books to a student, you scan his/her barcode first and then you scan the book(s), checking carefully to make sure the scan is correct.
3. Students in K – 3rd grade are allowed to have 2 books at a time checked out under their names. Fourth and fifth graders are allowed 3 books.
4. Students are allowed to check out only one Sunshine State Book at a time.

Book Shelving:

It is of paramount importance for books to be in their proper location. Our students are being taught how to use DESTINY to locate books and they can only find the book they are looking for if it is in its correct spot.

The library is divided into 3 main sections. Non-Fiction, Fiction and Easy Fiction.

1. Non-Fiction:

Here books are organized according to the **DEWEY DECIMAL SYSTEM**, which consists of at least 3 numbers, depending on the subject of the book, and the first 3 letters of the author. When shelving a book, you first look for that number and then place the book in alphabetic order in that specific number.

Biography Section:

Biographies are non-fiction books. Because there are so many biographies, they are on a separate shelf. Their Dewey Decimal number is 92 and the 3 letters are the first letters in the last name of the person the book is about rather than the author (unless it's an autobiography!)

References:

These are non-fiction books labeled with the letters REF. They cannot be checked out by students. They have to be used in the library.

2. Fiction:

Books that belong in this section are labeled with the letter F. They are organized in alphabetical order by the author's last name.

Graphic Novels and Best Sellers:

These are fiction books that have a red "Graphic Novel" label, or a pink "Best Seller" label on them and they belong on the blue turning book stands.

3. Easy Fiction:

These are easy fiction books. Some not so easy books (4th grade level) are in this section if they have a lot of pictures. They are labeled with the letter E and are also organized in alphabetical order by the author's last name.

Kindergarten Section:

At the beginning of the year, Kindergarteners are still learning how to handle books properly and how to use the library. That's why they have their own section of books that are either really easy, or are easy and not in top condition. Books in this section are labeled with an "EASY ABC" pink label.

Series:

Some book series from each section are located separately and so are not shelved according to the Dewey Decimal System. Most of them are labeled with a "Series" label. Please make yourself familiar with their location. Shelving them is so much easier!

They are:

In the E (easy) Section:

- Dr. Seuss
- Curious George
- Arthur by Marc Brown
- Arthur by Lillian Hoban
- Franklin
- Clifford
- The Berenstain Bears
- Little and Easy non-fiction Books (if orange dot they go to Easy Reader Section)
- Pebble plus non-fiction Books
- Junie B. Jones
- The Magic Tree House
- The Magic Attic Club
- Horrible Harry
- Ready Freddy
- Amelia Bedilia

- Nate the Great
- Froggy
- Henry and Mudge
- Mercer Meyer's Critters

In the F (Fiction) Section:

- A-Z Mysteries
- Capital Mystery
- Captain Underpants
- 39 Clues
- Nancy Drew
- The Chronicles of Narnia
- American Girl
- Harry Potter
- Goosebumps and Rotten School by R.L. Stine
- A Series of Unfortunate Events
- Judy Moody
- Matt Christopher Books
- The Hardy Boys
- Box Car Children
- Illustrated Classics
- Fairy Books
- The Babysitter Club
- Dear America

In the Non-Fiction Section:

- You wouldn't want to be...Series
- Venezia Biographies
- Who was/is

Being in charge of a section of books in the library:

If you choose to take charge of a section of books in the library, your child's name will be placed on that section: "This Section of the Library is maintained by the parent of". This is what you have to do in your section:

1. Shelf all books that belong in your section
2. Keep the books in your section organized
3. Label the books in your section with the new Guided Reading letter system
4. Make sure AR books are labeled as such with the correct colored dot and with Level, Points and Quiz # written in the inside cover
5. Remove books you think need repair and put on the shelf in back room labeled accordingly

Guided Reading:

To find out what Guided Reading level a book is, go to SCHOLASTIC.COM, click on TEACHERS, the BOOK WIZARD. Choose "Guided Reading" and then you can type in the name of the book, press enter, and it will give you the level. If the book cannot be found, label the book with NR (not rated). The Letters to use for labeling are in the back room, they need to be covered by a label protector to stay put.

AR Labeling:

You can find AR book levels at arbookfind.com. A guide to which colored dots correspond with which AR level is displayed in the library.