

LIBRARY



BOOK CHECKOUT POLICY FOR FACULTY: Staff may check out all items using the Circulation Computer. You may check out as many items as needed and you may keep the items as long as needed. Please make sure all items are checked out to you before leaving the Library. If you have any problems, please leave items in the Library Office with your name. Tracie will get them to you as soon as possible.

BOOK RETURN: Please check in all items using the Circulation Computer and return items to the appropriate shelf on the Library Return Cart.

EQUIPMENT: Most rooms will have a SMART board, Projector, and Document Camera already in the room. Remotes and SMART board supplies are to be picked up from the Library Office.

Batteries are available at the time you pick up these materials. Should you need batteries later in the year, please check with the front office.

If your projector lamp needs to be replaced, please see Bobby Stoy.

LIBRARY ORIENTATION: Students will be trained on Library Procedures during their CAMP time. Library Check Out will begin once all students have completed Library Orientation (usually week 4).

STUDENT CHECK OUT: Teachers will accompany their class to the Library each week during their scheduled time. Teachers will supervise student check in and check out. Please do not leave your class in the Library unattended. If there is an issue, please leave the books with student's name in the Library Office. Tracie will get the items to you as soon as possible.

OPEN CHECK OUT: Once students have completed Library Orientation, teachers may send students to check out books any time during the day, except during Morning Announcements.

MORNING NEWS: Morning announcements will begin each day at 8:15. You will access the announcements by clicking on the Employee Share (N) Drive: Campus_Lone Star Elementary: Staff: _Announcements: Morning Announcements.