

## Madrona Library Handbook

Welcome to the Madrona School Library! The library contains a wide selection of books in English and Spanish, reference materials, and search computers.

In order to make the library a pleasant and productive place for everyone, there are 3 easy library rules we use:

1. Be considerate of other people in the library. That means using a quiet voice and not distracting others.
2. Take good care of materials and equipment.
3. Return items on time and in good condition.

Distracting others will not be a problem if you are quietly listening, looking for a book, reading or using the search computers.

### WHEN IS THE LIBRARY OPEN?

The library is generally open on Monday-Thursday from 8:30 – 2:30 pm. Students are welcome to come to the library during various recesses, during their classroom visits, and before school.

### HOW MANY BOOKS CAN I CHECK OUT?

Grades TK-1: one book at a time for a one week period.

Grades 2-5: two books at a time for a one week period.

You may not check out additional books or materials if you have **any** overdue.

Notices will be sent home if any items are overdue.

### WHAT IF I HAVEN'T FINISHED A BOOK BY THE TIME IT IS DUE?

You may renew a book once if are in grades TK, K & 1, and three times if you are in grades 2-5. Place a RENEW marker in your book before you put it in the book return. The book will be set aside for you to renew when you come in with your class. At that time you still need to **re check** out your book at the librarians desk with your library card.

### WHAT IF I LOSE OR DAMAGE A BOOK?

Ask your parents to help you look for it. If it still can't be found, report the loss to the librarian. Your parents will be billed for the lost item. If you always keep your library

books in the same place at home there is less chance of losing them. If you find your lost book after you have paid for it, bring it back to the librarian and she will gladly give you a refund as long as the book is not damaged and is within the guidelines of the CVUSD policies. If you damage a book your parents will be billed for the damaged item. Please see the attached CVUSD policies regarding lost and damaged books.

#### CAN WE EAT IN THE LIBRARY?

Sorry, no. If we allowed food or drinks in the library it could damage the books, materials or equipment with spills or drips. Also, we would be inviting ants into the library as well as students!

#### HOW DO I FIND WHAT I'M LOOKING FOR IN THE LIBRARY?

As well as asking Mrs. Gershwin or the teachers for help, we have search stations to help you. You may type in a keyword, author, title, subject, series, or call number, click on the icon and the information you need will come up on the screen. The librarian will show you how if you need help. Also, the books and bookcases are labeled.

We are looking forward to a fun year at the library. There will be storytelling, book talks, showcasing of new books, enjoying Caldecott and Newbery award winning and honor books, participation in the California Young Reader Medal program, library skills and other special activities. We hope you will come in and "Check it Out".

Joan Gershwin  
Madrona School Library