

# Glen Taylor Elementary School Library

## 2019-2020



Welcome to the 2019-2020 school year in the Glen Taylor Library! With more than 15 years of teaching experience, I'm thrilled to serve another year as your child's librarian. Our library assistant, Mrs. Greeley is also back and we are so lucky to have her.

Reading is one of the most important skills your child will learn in school. Like all things, improvement comes with practice. It is our mission to provide a wide variety of books for students to borrow for reading practice, information gathering, and pure enjoyment. We strive to keep the school's collection of books current and accessible to everyone. We do our best to individually help each student choose at least one independent book for their age and reading level. An independent book is one that students can read and understand themselves. Please help us in this task by talking to your child about their selection choices and let us know if any issues arise. Unfortunately, due to the large amount of children we help each day, we cannot monitor every book choice, so your involvement in your child's reading material is important to us. It is always helpful if your child knows your expectations for him/her as a reader. You can also positively impact your student by reading together on a regular basis. Encourage your child to spend time reading at home every day! Together, we look forward to helping all children become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.

Happy Reading!

Mrs. Elliott

### LIBRARY POLICIES:

- Your child's class will visit the school library once every six days as part of our Specials 6-day Rotation Schedule. Books are checked out for approximately one week at a time. If your child has library on a B day and checks out a book, that book will be due back to the library on the next B day. A good habit of keeping library books in your child's backpack when they're not being read will help reduce the risk of misplacing or damaging library books while in your possession.
  - K and 1st grade students may check out one book.
  - 2<sup>nd</sup> through 5<sup>th</sup> grade students may check out two books.
- Books may be renewed for an additional week, provided another student has not placed a hold on that particular title.
- It is always the recommendation of our staff that a child selects at least one book at or about his/her reading level.
- Students are not allowed to check out new materials if they have overdue books and/or unpaid fines. They may resume checking out as soon as overdue books are returned or fines are paid.
- In accordance with CCSD Regulation 5134, parents and students are responsible for paying the replacement cost of any lost or damaged books. A book is considered lost if it is not returned to the library in a timely manner. Library books lost in the classroom, left on the playground, or loaned to a friend are still the responsibility of the student who checked them out.
- Please let us know if one of our books gets damaged or needs some kind of repair. Please do not try to repair library books at home. Damages often require special tapes, glues or cleaners made specifically for books. We will take care of all repairs at school. Lost books or books that cannot be repaired will need to be replaced at the price set forth by our specific book vendors. Fines must be paid before a new book can be checked out to your child. If the book is returned at any time during the school year in which it was lost, a refund will be given.
- All children can be successful in the library. Students who come prepared, always try their best, and respect materials and equipment will help contribute to the positive atmosphere that we've set forth. Sometimes students may benefit from a time away from the group or activity to reflect on making better choices. If negative behavior becomes a habit, parents will be notified.

Please discuss these policies so that your child may begin this year's journey of learning.

### BOOK CARE RULES:

- Hands should be clean before touching your books.
- Keep books in a safe place, away from babies, pets, food and liquids. We lose a number of books each year due to leaky water bottles in backpacks. *Please talk to your child about making sure lids are secure on water bottles.* I also suggest placing library books in a gallon-sized plastic bag inside backpacks, just to be safe.
- Turn pages carefully from the corner and use a bookmark to mark your place.
- Never write or draw in a book.
- Please return books on time.
- My child is responsible for the proper care and timely return of any library books borrowed from the Taylor Library. Should the materials become lost or damaged, we (child/parent) shall be responsible for paying the cost of replacement.

### COMMUNICATION:

I am looking forward to making this a happy and successful year. If you have any questions or concerns, please do not hesitate to email me at [ellioka@nv.ccsd.net](mailto:ellioka@nv.ccsd.net). I will also be using Remind throughout the year to send out information and updates on what's happening in the library. Remind can be installed as an app on your smartphone, or if you do not have a smartphone, you can receive the same information via text notification. If you'd like to join the Glen Taylor Library on Remind, please use class code ed6b4f.

