

Broadmoor Elementary Library Procedures



Students may visit library during scheduled class times, recess or during identified open access periods.

WEEKLY LIBRARY VISITS

Broadmoor Elementary students visit the library weekly during scheduled class times.

LIBRARY ARRIVAL

Classes are asked to arrive promptly.

Teachers must escort students from the classroom to the library.

Upon arrival, please have students enter silently in a line and proceed to the check in computer.

LIBRARY DEPARTURE

At the end of the library visit, students will line up inside of the library at the exit door to await pickup by their teacher.

Since classes are scheduled immediately after each other, teachers are asked to arrive promptly at the end of the library period to avoid congestions at the entrance and exit.

LIBRARY CONDUCT

All students are expected to exhibit good library citizenship.

Classes with exemplary behavior during their library visit will receive points in Class Dojo. Classes with the highest Dojo points will be rewarded during their last library visit.

CIRCULATION

Check In - Students will check in library books upon entrance at the CHECK IN computer . Students will scan barcode labels affixed to their library books. After check in, students must place their books on the appropriate return shelf. Return shelf colors correspond to AR level labels on the spine of each book.

Check Out - Students will make book selections and report to the CHECK OUT computer. Students must scan their patron barcodes attached to library folders and then scan the books' barcodes.

Kindergarten and 1st grade may check out one book and grades 2 - 4 may checkout 2.

LOST BOOKS

When a student loses a book, they will not be allowed to check out books until a Lost Book Agreement is signed by a parent or guardian. Lost Book Agreements are a written promise to pay the price of the book in the event that the book is not found by May 14th of that school year.

Fines

Students are not charged fines for overdue books.

COMPUTER USE

Students must have a completed Internet Use Agreement on file to access the internet.

DESTINY CIRCULATION SYSTEM

Students may access Destiny by clicking the icon on the desktop of any Broadmoor computer. Students may search for materials by title, keyword, author, subject. Students should record search results in order to guide them in locating titles on the library shelves.

ACCELERATED READER

Students are allowed to use computers to complete Accelerated Reader tests. Students should click on the Renaissance Place icon on the desktop of library computers. Each student must log-in with his/her assigned username and password. All students are responsible for knowing their own log-in information. Students will then search for the title of the book they wish to test on. Students should verify the title and author prior to starting tests. Students will work independently to complete AR tests.

RECESS

When students visit the library during recess, they are expected to follow all library procedures. Students must remain inside of the library for the duration of recess if there is outdoor recess. When recess is indoors, students may make their selections and return to class.