HILLTOP ELEMENTARY SCHOOL LIBRARY

Mollissa LeMay, Teacher-Librarian

VOLUNTEER MANUAL

Thank you for taking time out of your busy lives to support your child's school library. Volunteers are a critical part of the success of the Hilltop Library Media Center!

This manual has all of the information necessary to support students, circulate books, and get involved in the many ongoing efforts that occur in the library in order to ensure our media center is safe, productive, organized, easy to access, and filled with materials that meet the needs of our students.

If you have any questions, please don't hesitate to reach out to me at lemay@mendhamboroschools.org .

With extreme gratitude,

Mrs. LeMay
Teacher-Librarian

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Philosophy ~ Mission ~ Vision

Philosophy:

The Hilltop Library Media Center recognizes that reading is a window to the world, and provides the services and effective instruction necessary to promote lifelong learning through reading, inquiry, technology integration, and social collaboration. Our goal is to promote, encourage, inspire and excite students about literacy, information, technology and learning.

The Hilltop Library Media Center is committed to teaching, assisting and inspiring learners and educators, increasing student engagement with the curriculum, and ensuring equitable access to the information, resources and technology necessary for the acquisition of knowledge, as well as the essential information technology skills needed in order to grow and develop into lifelong learners, global digital citizens and empowered innovators of the 21st century.

The Hilltop Library Media Center understands that learning is enhanced by opportunities to share and collaborate, both locally and globally, and promotes and provides a learning environment that values social interaction and collaboration.

The Hilltop Library Media Center values diversity, supports community, respects user privacy and defends intellectual freedom.

Mission:

The mission of the Hilltop Elementary School Library Media Center is to establish and foster a community of lifelong learners, readers, researchers, critical thinkers, and ethical users of information by providing effective instruction, equitable and timely access to a diverse range of resources and technology, within a safe, inviting and innovative learning environment, while meeting local, state, and national educational goals.

Vision:

The Hilltop Elementary School Library Media Center serves as the heartbeat of the school, demonstrates a dynamic physical and virtual presence, and flows with innovative instruction, resources, technology, active and engaged learners, inquiry, collaboration, critical thinking, creativity and literacy

Chapter

1

HIB & CONFIDENTIALITY

All volunteers are required to attend the volunteer training with Mr. David Heller, Principal, prior to beginning any volunteer service position within the school.

CONFIDENTIALITY

I**t is important to know and respect that all student information, conversations and actions are CONFIDENTIAL and should not be discussed with children or other parents.**

For example, items below would be considered confidential in nature, and should not be discussed outside of the library media center:. These are just a few examples of areas that are to be treated with confidentiality.

- Interactions between students
- Student disciplinary actions
- Titles/Sources accessed by students for research, learning and personal investigation
- Student reading and writing levels/capabilities

"In a library (physical or virtual), the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf.[5] Protecting user privacy and confidentiality has long been an integral part of the mission of libraries. The ALA has affirmed a right to privacy since 1939.[6] Existing ALA policies affirm that confidentiality is crucial to freedom of inquiry.[7] Rights to privacy and confidentiality also are implicit in the *Library Bill of Rights*[8] guarantee of free access to library resources for all users" **(American Library Association 2002).**

HARASSMENT, INTIMIDATION, BULLYING

Please note that the Division of Youth & Family Services (DYFS) is the state agency that investigates referrals of any reports of suspected Child Abuse or Neglect.

Policy 5131.1 Harassment, Intimidation and Bullying

Although we go over this in detail during volunteer training, please refer to this document at the beginning of each year in order to ensure that you are familiar with the HIB policy of Mendham Borough Schools.

Following are some of the details reflected in Policy 5131.1 HIB

The Mendham Borough Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school- sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

1. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
2. Has the effect of insulting or demeaning any student or group of students; or
3. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

Reporting Harassment, Intimidation and Bullying Behavior

The superintendent, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, board member, contracted service

provider, student, visitor or volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying:

1. All acts of harassment, intimidation, or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
2. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
3. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

A board member, school employee, contracted service provider, student or volunteer who has witnessed, or has reliable information that a student has been subject to, harassment, intimidation or bullying shall report the incident to the building principal and any appropriate school official, or to any school administrator or safe schools resource officer, who shall immediately initiate the school district's procedures concerning school bullying.

A board member or a school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school district's policy, or to any school administrator or safe schools resource officer, and who makes this report in compliance with the procedures in this policy, shall *be immune from a cause of action for damages arising from any failure to remedy the reported incident.*

TRAINING – Staff, Student and Volunteer

The school district shall:

1. Provide training on the school district's harassment, intimidation, or bullying policy to school employees and volunteers who have significant contact with students;
2. Provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements;
3. Ensure that the training includes instruction on preventing bullying on the basis of the protected categories as required by law (N.J.S.A.18A:37-14) and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying; and
4. Develop a process for discussing the district's harassment, intimidation or bullying policy with students.

Information regarding the school district policy against harassment, intimidation or bullying shall be incorporated into a school's employee training program and shall be provided to full-time and part-time staff, volunteers who have significant contact with students, and those persons contracted by the district to provide services to students.

LIBRARY POLICIES & VOLUNTEER DETAILS

Each class has a scheduled library/technology instruction time two days per week. Classroom checkout is scheduled once a week, on the same time each week. The library is fully automated and uses the Mandarin cataloging and circulation system.

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Library Environment

Our library is a space that promotes, encourages, inspires and excites students about literacy, learning and technology. It should be buzzing with discussion, collaboration and activity, but students have been given clear instructions about the need to maintain an inside voice that is conducive to learning, for all types of learners. Volunteers are free to remind students that an indoor voice is the best type of voice for our library.

The Hilltop Library Media Center
Circulation and Damaged/Lost Books

Kindergarten and Grade 1 : 2 books
Grade 2 : 2 books
Grade 3 : 3 books
Grade 4 : 4 books

Library books are checked out for one week and are due the next scheduled library class. A book may be renewed as long as it is not on reserve for another patron. There are no overdue charges, however if students have an overdue book, they may not check out another book until the late book is returned.

Damaged or Lost Books

Students are encouraged to take care of books and are expected to
pay for lost and/or damaged books. All lost or damaged books must be paid for before a student may check out other books and before receiving their summer report card.

Volunteering

Sign up to volunteer by clicking on "library volunteers" from the Hilltop website. Click on scheduling and sign up using the online Sign Up Genius website.

Please refrain from bringing younger siblings to the library during your scheduled volunteer time.

We completely understand that schedules change, and things come up, so if you are unable to make your scheduled slot, just send an email to lemay@Mendhamboroschools.org

Interacting With Students/Teachers

Volunteers are encouraged to help all library users! Feel free to assist students and teachers with books searches within OPAC and on the shelves.

Mrs. LeMay will often leave lists of subjects and/or titles to pull for classroom teachers. Volunteers can pull the titles, check the books out to teachers, and deliver them to the corresponding classroom.

Chapter

3

CIRCULATION PROCEDURES

T he following are the steps for returning, loaning and reserving books for our students. All

login procedures are also posted on the circulation desk computer.

UPON ARRIVAL
- Login (if necessary) according to procedures attached to the circulation desk PC
- Check in all books FIRST
- Place returned books on blue cart, to be shelved
- Begin shelving - When shelving, kindly ensure all books are in alphabetical and/or numerical order, straighten, tighten and organize all shelves ☺ This really helps our little readers find what they are looking for!
- **Once students begin browsing for books, volunteer may stay seated at circulation desk and begin checking out books**

CIRCULATION SYSTEM

Logging In :
The first thing you will do is check in all books in the book bin. Then you will be ready for students when they come up to check out.
- Open our circulation system by clicking "Hilltop Library Catalog" from the main page of the Hilltop website
- Enter login: HILLTOP   **Enter password: SCHOOL**

Helping students/teachers find titles, authors, subjects – USE OPAC:
- Open Circulation system
- Click on the 'Catalog tab at the top
- We refer to this as 'OPAC' (Online Public Access Catalog)
- Search by title, subject or author
- In order to print several titles, simply add each title to your 'Bookbag' by checking "ADD TO MY BOOKBAG", then click on the 'Bookbag' link on the left and print your titles. This comes in handy when we are pulling materials to support academic classroom curriculum

Loaning Books

- click 'loan' button
- scan student barcode
- check screen to ensure CORRECT STUDENT NAME is displayed
- scan book barcode
- check screen to ensure book did scan
o **(Teacher loans – type the teacher last name in the patron field and hit enter)**

Returning Books

- click 'return' button
- scan book barcode
- <mark>check screen to ensure book return was processed for each transaction</mark> **THIS IS VERY IMPORTANT!** ☺
- If a books show "RESERVE" after you return, please write the student name/HOLD on a sticky note and place it on the shelves to the right of the circ desk

Renewing Books

- click renew button
- scan book
- OPAC, or simply type the title in the barcode field, select it, and it will renew the book for the patron

Reserving Books

- Click Reserve button
- Scan student barcode
- type in book title, select it from the book list
- It will then automatically put the book into "Reserve Status"

WEEDING

Weeding is a ongoing process. It needs to be done consistently, throughout the year, and

requires time. If time permits, feel free to select a shelf and begin checking for books that are worn, tattered, aged, and outdated. Place all items to be reviewed for weeding on the counter behind the checkout desk.

Librarians commonly refer to these acronyms::

MUSTIE helps you decide what to weed!

M – Misleading – factually inaccurate
U – Ugly – worn beyond mending or rebinding
S – Superseded – by a new edition or a much better book on the subject
T – Trivial – of no literary or scientific merit
I – Irrelevant to the needs and interests of the library's community
E – Elsewhere – the material is easily available from another library

Or the FRESH approach
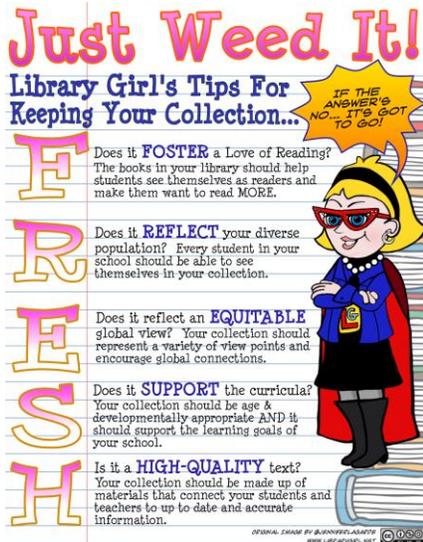
Source: The Adventures of Library Girl, Blog

NEW BOOK PREPARATION

Whenhen new books arrive from our vendor, they need to be prepared before they can be placed in circulation. Mrs. LeMay will handle importing all digital records to our online card catalog.

The following steps are necessary to prepare books for circulation:

- Check off all titles on the packing sheet, noting any titles that are listed on the packing sheet, but not located in the box.
- Reinforce all paperback books with clear book tape down the spine, and corner reinforcers (Mrs. LeMay will go over how to use the booking binding tape dispenser)
- Add holiday stickers to the spine of applicable books
- Add award winner stickers (Caldecott/Newbery) to the spine of applicable books
- Display new books on the "new books" display areas and/or shelve new books

SHELVING BOOKS

O ur library follows the Dewey Decimal Classification system for shelving all materials. All

nonfiction books are shelved against the wall, and all fiction and easy fiction books are shelved in the stacks in the middle of the floor.

Check out these THINGLINKS to view the location of books in our library
https://www.thinglink.com/scene/950849243893989379
https://www.thinglink.com/scene/950848761083461635

SHELVING - HELPFUL HINTS:

- 📖 Fiction and Easy fiction books are shelved alphabetically by the author's last name
- 📖 Non-fiction books are shelved numerically (Dewey Number) and then alphabetically by the author's last name
- 📖 <u>Numbers</u> on the spine of a book generally mean <u>nonfiction</u>. Nonfiction books are shelved against the wall (with the exception of biographies and fairy tales/folklore)
- 📖 Biography books are shelved within the '92' (biography) and '920' (collective biography) section and then alphabetically by the famous person's last name. These books are located on the shelves between the tables and the technology lab, next to the Fairy Tale section. Some biography books may also have "Bio" on the spine.
- 📖 **'F' stands for fiction (chapter books).** These books are shelved in the fiction section, **<u>not</u>** with 'E' easy fiction books
- 📖 'E' represents Easy Fiction (picture books), these books are shelved in the easy fiction section
- 📖 398.2 is Fairy Tale/Folk Tale – these books have their own section between the tables and the technology lab, next to the Biography section
- 📖 <u>Paperback books</u> - Easy Fiction books are shelved, in a stack, on the appropriate shelf. Fiction (chapter) books are placed in the green bins next to the reading rug, or in the tall circular racks.
- 📖 <u>**If you are not sure where a book goes, PLEASE don't shelve it**</u>, better to wait than place a book in the wrong spot.
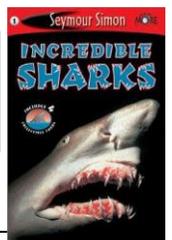
| 'E' – Easy Fiction (Picture Book) | | 'F' – Fiction (Chapter Book) | | Non-Fiction (True Facts) | |

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