



Helena Intermediate School Library

Mission Statement:

The mission of the Helena Intermediate School Library is to support the overall instructional program of the school by providing faculty and students with print and non-print resources in a collaborative environment, delivering instruction related to information literacy, integrating content from other curricular areas, and encouraging an appreciation for literature and an enjoyment for reading in order to instill a passion for lifelong learning in the patrons we serve.

Library Operation:

1. The Library will be open each day for students from 8:00-2:30.
2. Students at Helena Intermediate School may check out up to three books at a time.
3. The check-out period is two weeks. Students may renew their materials one time if necessary for completion.
4. Students are issued a library card at the beginning of the school year.
5. Students must have a signed parent permission form in order to check out audio book sets (due to cost). These forms are available in the registration packet and also by request at the circulation desk.
6. Reference materials are to be used in the library only. (Faculty members may check out these materials.)
7. Students with overdue books and/or lost, missing, or damaged books will not be allowed to check out books until materials are returned or paid for.
8. Students are responsible to pay full price for lost, missing, or damaged books.
9. Students do not pay fines for overdue books.
10. Students may place books on hold if they are not available in the library on their visit.
11. Students are asked to exhibit self-control and responsible behavior in the library, and to treat materials with care.
12. Students who abuse the library facility and/or library materials may have their privileges interrupted for a period of time as the situation is handled.

Teacher Information

1. The Library will open the second week of school for orientation lessons and check-out.
2. During **Library Lesson Weeks**, the library will only be open for the scheduled classes.
3. During **Open Library Weeks**, the library will be open for students to visit independently, in small groups, or with their class. Teachers should accompany students to the library when bringing their entire class.
4. Students will use their **library card as their library pass** to visit the library independently. **Makerspace passes** should be shown when signing in at the circulation desk during open library. In addition to the student hours, teachers may come before or after school to check out materials, to collaborate on lessons, or for any other library business.
5. **COLLABORATION:** I look forward to collaborating on lessons and units to enhance learning for your students! Please let me know how I can assist you. Teachers may schedule lessons by emailing a request to Jill Davis or through collaborative conversations. If emailing, please provide preferred days and times for lessons and I will respond. When scheduling research or doing a project in the classroom, I would like to have a copy of the assignment. I will use this information to determine future purchases, to plan lessons, and to document collaborative use of the library.
6. **BOOK SEARCH:** Teachers can search for books and resources by opening Destiny (<https://search.follettsoftware.com/metasearch/ui/81980>), clicking on Helena Intermediate School, and logging in with a regular Shelby County login. Teachers will be able to see resources that are not visible with a student login such as videos, professional books, etc.
7. **BOOK LIST:** Create a book list/bibliography in Destiny by dragging and dropping to “my personal list”. You can then print the list and bring it with you to the library.
8. **BOOK BASKET:** If you create a bibliography of requested resources and send it to the library, I will be happy to pull those items for you, check them out under your name, and return them to your classroom in a book basket. When you are finished using the materials, you can return them in the basket. This will save you time in searching the collection, checking out and returning books.
9. **WEBSITES:** If you are looking for quality, age-appropriate websites, use Destiny. Type in a search term and click “enter”. Then click the websites tab at the top. Guide students to choose elementary websites from those listed in the Destiny database. When the cursor hovers over a ‘hit’, it provides recommended ages for that site. Also, use the Alabama Virtual Library for research. They have many valuable databases that are great for student research.
10. **DESTINY APP:** There is a Destiny Discover app. When downloading the app, you will be asked to type in the URL of the catalog to link to. Type in <https://search.follettsoftware.com/metasearch/ui/81980> and click on Helena Intermediate School. After logging in to our school’s catalog the first time, you will not have to login again.
11. **RESOURCES:** In addition to fiction, nonfiction, biographies, picture books, and bilingual books, we have a professional collection, videos and DVDs (PG ratings must have parent approval), audio books, literature sets, magazines and more.

12. If you need to request videos or other materials, please email your request to Jill Davis or send a student with a written request. *Videos need to be used in a timely manner so they can be moved to other teachers.*
13. Occasionally, two or more teachers will need the same video at approximately the same time. Every effort will be made to ensure that each teacher can have the video when they need it. To facilitate this, please return videos promptly after showing them to your class.
14. Please remember that all videos used should be curriculum related and documented in your lesson plans. *All audio visual materials used should be previewed by the teacher prior to classroom use.*

Volunteers

Our library is a very busy place and volunteers are used to help us maintain our library and serve our students and teachers in a timely manner. Below are some of the ways our volunteers serve in our facility:

1. Monitor student check-out
2. Shelf books once they are checked in by students
3. "Read" shelves to make sure resources are in the correct places
4. Dust and straighten shelves
5. Assist students in searching for books
6. Supervise Makerspace activities
7. Work the Book Fair
8. Help on Special Event Days

Book Fairs

Helena Intermediate School Library hosts a fall and spring book fair each year. A parent volunteer helps chair the book fair under the supervision of the library media specialist. Other parent volunteers will assist students, teachers, and parents in finding books to purchase.

♥ MRS. DAVIS

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