CHECK IT OUT: Your guide to the Mary Cooper Library

Library Mission and Goals
Welcome! Thornton Creek’s Library, named for our beloved, former school librarian Mary Cooper, is the “heart” of the school! The mission of the library and information program at our school is to promote academic achievement for every student by ensuring that students are effective users of ideas and information. Three components of the teacher-librarian’s job are to:

- Promote reading and offer reading guidance;
- Teach library and information skills; and
- Serve as “information manager” for our school.

This last component relates to such varied responsibilities as teaming with teachers on curriculum and integrating the classroom curriculum into the library curriculum, collection development and selection of materials, maintaining and organizing the library and the collection, reference service and helping to manage our school-wide information technology infrastructure, and recruiting and working with volunteers.

Class Visits to the Library
Weekly class library visits are devoted to improving students’ information literacy and enhancing literacy skills through read-alouds, storytelling, book talks, readers’ theatre, activities and extensions around poems, picture books, and more. Primary students will create a refrigerator magnet showing their “library day.” Please post it to help you and your child remember to return books on time.

Check out and Overdue Books
All materials must be checked out. If you need to borrow an item and the circulation system is shut down or the librarian is not present, please write down the requested information at the circulation desk. We need your help keeping track of our books so we don’t lose them!

There is really no limit to the number of books students can check out if they have no overdue books. A book is overdue if it has been out for more than two weeks. If a student has overdue books, he/she may only check out one book at a time. We talk to kids about how many books they need in a week and encourage them to think about what book is right for them and how many books they can realistically read in one or two weeks. With kindergartners, we will limit their checkout to one or two books for the first few weeks of the year.

Parents can access information about what their child has checked out and if fines exist by using The Source.

Library Cards
All staff and students have borrowing privileges. We no longer print cards as our system allows us to click on the student’s image on the screen and check out that way. Parents are welcome to have a card made up (it takes only a couple of minutes) so they can check out materials. The parent cards are in the Staff/Parent binder at the circulation desk. You can also access your account by typing in your last name and selecting your record.

(over)
Please feel free to check out your own materials, but check the screen after each scan. Please never hesitate to ask us for help!

Materials are checked out for two weeks and may be renewed. There are no fines, but please pay for or replace lost or damaged books with the same book in like binding (paperback or hard cover).

Materials
Our collection includes books, ebooks, DVD’s, literature group sets, magazines, reference books, and a professional collection, as well as eAudiobooks (see Online Access to Student Resources). Fiction, E Fiction (Picture books), and “Snappy Readers” (early chapter books) are organized alphabetically by author’s last name. Biography is organized alphabetically by subject’s last name. Non-fiction is organized by the Dewey Decimal System (yes, it still works!). Our literature group Sets and our Emergent Reader collection are organized by Guided Reading Level; parents leading literature groups, please talk to Ginny or your child’s teacher for help in selecting an appropriate book for your group.

Library Catalog
You can access our school library catalog online through any computer with internet access. Start at the school website (www.thorntoncreek.org), click Library, then click Thornton Creek CATALOG. The graphical interface, Destiny Quest, is keyword searchable. For more traditional searching by title, author, subject, series, or call number, click Exit Destiny Quest.

Online Access to Student Resources
The Seattle School District Library Services Department provides access to a variety of online databases, including ProQuest (thousands of periodicals, reference books, and newspapers), eLibrary (periodicals geared more to elementary and middle school users), World Book Online, Learn360 educational videos, Culturegrams and Tumblebooks (e-picture books with graphics, animation, and sound effects) and more. Access these resources from your home computer via the library website or at http://district.seattleschools.org/modules/cms/pages.phtml?pagetypeid=204800 (Use studentsps and password access.) We also have access to eAudiobooks via One Click Digital. You can download eAudiobooks to your computer or mp3 player.

Internet Safety
All Seattle Public Schools computers are subject to internet filtering with Websense. Students in grades 3, 4, and 5 will be asked to read, discuss, and sign a computer use agreement form. The main purpose of this is to educate children about safe and appropriate use of computers at school. Parents do not need to sign this form. Since the district has adopted an “opt-out” policy, only parents who do not want their child to use the internet at school must sign an opt-out form.

Featured Books
I promote two youth choice book awards: the Washington Children’s Choice Picture Book Award (grades K–3), and the Sasquatch Award (grades 3–5), both sponsored by the Washington Library Media Association. Lists of nominated books are available in the library and on our website.

Maintaining the Library Environment
Please eat snacks and drinks elsewhere. No peanuts or nut products. Show respect for others by using quiet voices and good manners and by taking care of books, computers and other materials.

Donations & Fundraising
The library budget is dependent on the building budget, Site Council funding, book fairs, donations, and grants. Funding varies from year to year; most Seattle Public School libraries rely on support from the parent groups.

Wish Lists: Books requested by students and staff can be placed on a wish list. Visit wish list by going to www.thorntoncreek.org/library and clicking the Wish List link. By purchasing with the wish list in mind, we avoid getting many duplicate copies of a title, or titles that are not as in demand.

Birthday Books: We continue this lovely tradition—children are encouraged to donate a book to the library on their birthday. The donated book receives a plate in the front and notation in the catalog. Some families even request library birthday books in lieu of birthday presents.

Book Fairs are both a way of creating a love of books and raising funds for the library. We hold two book fairs per year, late fall and late spring. One is held in our library and the other at a local independent bookstore. Proceeds, typically 15–25 percent, go directly to support the Mary Cooper Library. For fall of 2012, our book fair will be November 30–December 3, 2012 at the University Book Store on the Ave.

Volunteers
The smooth functioning of our library depends on volunteer help. There are many and continuous opportunities to help out—everything from stamping, labeling, and processing books, to shelving, making posters or signs, managing, planning and staffing book fairs, dusting, and more! Let me know if you can help!