The library 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. As teacher librarian, I:

- Promote reading and offer reading guidance,
- Teach library and information technology 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, organizing and maintaining the library and the collection, collection development, reference service and helping with software and hardware issues.

Class Visits to the Library
All classes have weekly library times. Library visits are devoted to improving students’ information literacy, research and technology skills, and enhancing literacy skills through read-alouds, book talks, activities and extensions around poems, picture books, non-fiction selections and more.

Library Cards, Check Out and Overdue Books
All staff and students and many parents have borrowing privileges. Follett Destiny, our circulation system, allows us to click on the student’s image on the screen and proceed to check out. Materials are checked out for two weeks after which they are “overdue.” They may be renewed. There are no fines, but please pay for or replace lost or damaged books with the same book in like binding.

Parents can borrow too! Ask Ginny to set it up in the system (it takes only a couple of minutes). Check out by typing in your last name and scanning your books. Be sure to click Reset when you are done.

All materials must be checked out. Please feel free to check out your own materials. (Students will also learn to do self-check out.) Check the screen after each scan. 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 on the clipboard at the circulation desk. Please don’t hesitate to ask for help!

How many can I get? Kindergarteners will start the year checking out one book at a time for a one-week period. Older students may check out the number of books they need (and can carry and keep track of) if they have no overdue books. If a student has overdue books, he/she may only check out one book until the others are returned. I 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.

(over)
Library Hours
9:15–3:50 Monday–Friday
After school enrichment classes take place every day except Wednesday. Children should be accompanied if they are in the library after school or before 9:15 AM.

Library Catalog
Access our school library catalog on the web from any computer with internet access. Go to spscatalog.seattleschools.org/common/welcome.jsp?site=107. There is also a link from our Library page at thorntoncreek.org/library.

Materials
Digital and print resources make up our collection. Our physical collection includes: Books (Fiction, E Fiction, Biographies, Non-fiction) ■ Literature group book sets ■ Magazines ■ Professional collection ■ DVDs ■ Audio books on CD (just a few) ■ Emergent Readers for new readers ■ Reference books (atlases, dictionaries, print encyclopedia)

Fiction and E Fiction (picture books) are arranged alphabetically by author’s last name; non-fiction is organized by Dewey Decimal System. Biographies are alphabetically arranged by last name of individual. Literature group sets are organized by Guided Reading Level; parents leading literature groups, please see Ginny for help in selecting an appropriate book for your group.

Our digital collection is growing. Our school district 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, Culturegrams and Tumblebooks (e-picture books) and more. Access these resources from your home computer via the library website or at www.seattleschools.org/area/library/stuindex.xml (Use studentsps and password access.) PebbleGo non-fiction ebooks are suitable for K-3 (see library website for link). Follett WebPath Express returns website results within the catalog search page. With a little upfront setup, eaudiobooks are available within the library catalog as well.

Featured Books
Students will become familiar with three student choice awards:
Washington Children’s Choice Picture Book Award (grades K-3), the Sasquatch Award (grades 3–5), and the Towner Student Award for Informational Text (grades 2–5), all sponsored by the Washington Library Media Association. Get bookmarks of nominated books in the library.

Maintaining the Library Environment
■ Please eat snacks and drinks elsewhere; the library is a peanut and nut-free environment.
■ Show respect for others by using quiet voices and good manners and by taking care of books, computers and other materials.

Internet Safety
All Seattle Public Schools computers are subject to Internet filtering. Third, fourth, and fifth graders will read, discuss, and sign a computer use agreement form. We want students to be thinking about safe and appropriate use of computers. Parents do not sign this form. 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.

Donations & Fundraising
The library budget is dependent on, Site Council funding, book fairs, the building budget, donations, and grants. Funding changes from year to year depending on circumstances, but most high-quality 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. Go to the library website and click 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. We also accept gently used books!

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. Proceeds, typically 15–25%, go directly to support the Mary Cooper Library. For fall of 2014, our book fair will be December 5–8 at the University Book Store on the Ave. (The spring book fair is usually in the library.)

Volunteers
Our library depends on volunteer help. Opportunities to volunteer in the library include everything from stamping, labeling, and processing books, to shelving, making posters or signs, managing, planning and staffing book fairs, preparing student materials, dusting, cleaning, and more! Some projects can be done at home. Contact me now (vaallemann@seattleschools.org) to set up a time to help.