

# Library

- You are responsible for the monthly distribution and collection of book order forms. All orders will be combined and it is your responsibility to remember which family is in which class. Remember that the Tots class only meets on Fridays. Due dates should be written on the forms.
- Keep a copy of everyone's order so that you have it when the books arrive.
- Inform the Teacher of how many bonus points we have earned before mailing in the book order. She may direct you to purchase certain books with the bonus points. Back to School bonus points are only good with the first order.
- Free books are offered depending on the size of the order. Any free books received please give them to the Teacher.
- All checks should be made out in the name of the book club the family is purchasing from.
- Remind parents to get the book orders in by the due date by placing a letter in their mailbox. You must remind parents at least one week before the due date. If possible, please provide separate due dates for those writing checks and those placing online orders.
- You are responsible for ordering the books to be passed out by Santa at the family Christmas party. Be sure to speak with the teacher beforehand.
- Color code all new books (see category sheet) as they come in with colored tape on the spine, and add them to the school library. Use one card for each book title, and also color code with tape. Be sure to record how many copies of each book there are on the card. Keep no more than 2 copies of each book. All extra books are to be kept. Cards are kept in the inventory box.
- Check the card box periodically to be sure they are filed correctly.
- Be familiar with the check out process so you can be of help to the parents if they need it.
  - Write the name of the child, the date, the title of the book, and the color code in the library binder.
  - During the following class session pull out the binder and write the date the book was returned.
  - File the books back on the shelves in the appropriate place.
  - A book may not be checked out until the previous one is returned. No more than 2 books may be checked out by a family at one time.
- Mend the books as they need it, or replace them by ordering new ones through the book orders (with bonus points).
- Be responsible for organizing the year-end inventory as needed
- Keep track of the books checked out of the library. Each month make a list of all books that need to be returned. Each family with an outstanding book needs to be notified by a note in their mailbox.
- Once each month make sure all the books in the library are in the right place.
- Organize/arrange a Scholastic book event. This event should take place during the school year and be geared towards the children/members. Examples of such events include: A book fair, Family Book night or a book drive. Check with the Board before organizing the book event because you may be asked to do it at a certain event throughout the year. Also, if the opportunity is available to volunteer at the Scholastic warehouse you may be asked to do so in order for the school to receive free books/points.