

LOS ANGELES UNIFIED SCHOOL DISTRICT
NOBLE AVENUE ELEMENTARY SCHOOL

**Library Policy
2009 – 2010 School Year**

Scheduling Visits

Teachers must sign up in the Library each time after coming back on track.

The Library will be unavailable for classroom visitations the first three weeks of July and the last two weeks of the school year.

I need time to set up for the new year and there is a Scholastic Book Fair to get ready for that will be coming on July 17th - 27th, 2009. Other Book Fair dates are August 28th – September 4th, 2009, March 5th – 12th, 2010 and April 23rd -30th, 2010.

Instruction

The classroom teacher is responsible for instruction and control of the class in the library during the entire visit. Mrs. Bryan is available for assistance, checking out of books, guiding students to areas where they can find the books they are looking for, and reading books to the students when time permits.

Time spent in the Library is to be used for direct instruction. Computers are to be used for OPAC (the program for finding books), which replaces the card catalog in our Library or for research.

Teachers are responsible for making the students understand that the students must come in with clean hands, taking care of the books, and proper library behavior at all times, also for the returning of the books when it is time to go off track. If problems arise they will forfeit their next weeks visit, as this is a learning experience to prepare them when they visit other outside public libraries. I would like to see everyone have a good library experience each and every week that you come in to visit.

If you have any questions about this policy, please see an administrator.