

English Library

Guidelines for Teachers

TABLE OF CONTENTS:

- I. Teacher expectations
- II. Teacher librarian expectations
- III. Teacher librarian availability
- IV. Guidelines for library use
- V. Guidelines for scheduling
- VI. Guidelines for checking out and using library materials
- VII. Guidelines for using library media lab
- VIII. Guidelines for checking out and using portable media equipment

I. Teacher are expected to;

- * Approach library time as professionally as they would their class time.
- * Demonstrate awareness of the library/media lab as shared spaces that exist to benefit all students and teachers equally.
- * Leave the library and media lab in as good or better condition than when their class arrived.
- * Set up students to follow library rules and common sense standards of behavior.
- * Set an example when it comes to checking out books, taking care of books and returning books on time.
- * Assist as requested in maintaining library resources and the library space.

II. Teacher librarian is expected to;

- * Coordinate library programs with the library team.
- * Keep the library schedule accurate and up to date.
- * Acquire and maintain books and e-resources to meet requested teaching needs.
- * Offer advice and assistance on selecting library resources to for teaching and learning.
- * Collaborate with teachers on integrating library resources into their lessons.
- * Provide training on how to use library software, technology and/or e-resources.
- * Address concerns regarding library programs and resources.

III. Teacher librarian's availability

Availability is shown in green.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 ST PERIOD 8:50-9:30					
2 ND PERIOD 9:35-10:15					
3 RD PERIOD 10:35-11:15					
4 TH PERIOD 11:20-12:00					
5 TH PERIOD 12:50-13:30					
6 TH PERIOD 13:35-14:15					
7 TH PERIOD 14:20-15:00					

IV. Guidelines for library use

- 1.) Bring students to the library on a regular basis. Sign-in on the sign-in sheet.
- 2.) Review rules and behavioral expectations every time a class comes to the library. These are posted on the library website and on the wall in the library.
- 3.) Engage classes in meaningful learning activities which further academic objectives as written in the curriculum guide.
- 4.) Free reading is a meaningful library activity if; the teacher reviews good reading behavior with students beforehand and the teacher models good reading behavior during free reading time.
- 5.) It is not considered a meaningful activity for the classroom teacher to engage in other classroom tasks during library time. For example; marking papers, giving tests, doing individual reading checks etc., In short, any activity which prevents teachers from effectively monitoring student's behavior and activity is discouraged.
- 6.) It is not acceptable nor permissible for library time to be used as a free time activity.

V. Guidelines for scheduling

- 1.) All classes (except science) have a regularly scheduled library time. If you plan to not use your library time please inform the teacher librarian. Do not send email to all staff offering use of the library during your time.
- 2.) View the library schedule at <http://www.tokoslibrary.com/teacher-resources.html> . Check the schedule before making any scheduling requests.
- 3.) Teachers may sign-up for extra library time on the days designated as "sign-up" days on the calendar. First, check the calendar. Second, inform the teacher librarian by email of the exact date, day of the week, class period and class details by email. The teacher librarian will send a short confirmation email. Please check the library calendar to confirm the requested day and time are correct.
- 4.) Teachers may use another class library time but they must first confirm it with the regularly scheduled teacher and then inform the teacher librarian by email of the exact date and class period you would like to use the lab. The change will be noted on the library schedule. The teacher librarian will send a short confirmation email. Please check the library calendar to confirm the requested day and time are correct.
- 5.) Teachers have priority for use of the iMac desktops during their regularly scheduled library time.
- 6.) Teachers who want to access the iMac computers outside of their regularly scheduled library time have the following options;

a.) Access the iMac desktops during another teacher's scheduled library time by doing two things. First, ask the regularly scheduled teacher if the media lab will be available. Then, inform the teacher librarian by email of the exact date and class period they would like to use the lab. The teacher librarian will send a short confirmation email. Please check the library calendar to confirm the requested day and time are correct.

7.) Teachers who need assistance, advice or training regarding use of the library or media lab should make such request in person or email no less than 24 hours in advance.

8.) Always double and then triple check the schedule at <http://www.tokoslibrary.com/teacher-resources.html> and feel free to inform the teacher librarian by email of any concerns you might have.

NOTE: The teacher librarian reserves the right to make unilateral decisions regarding scheduling conflicts so as to assure fairness and access to all. Furthermore, the teacher librarian is not responsible for problems that arise due to a failure to follow the above guidelines.

VI. Guidelines for checking-out and using library materials.

1.) The library consists of three collections; regular, resource and digital. Details regarding location, access and check-out policy are below.

	Regular Collection	Resource Collection	Digital Collection Equipment
Location	Main Library	Media Lab	Media Lab Cabinet iMac #10
Access	Teachers Students Parents	Teachers Students (with teacher assistance)	Teachers
Check-out	Students: 7 days Parents: 7 days Teachers: 30 days	Teachers: 90 days Students: 30 days	Teachers: 7 days

2.) The regular collection is for student check-out and use. However, teachers may check-out these books for short term use in their classroom. Please observe the following guidelines when checking out books from the regular collection;

a.) It is not permissible for the teacher to check out most or all of the books on a particular subject without consulting the teacher librarian.

b.) If there is only one copy of a book return it to the library as soon as possible. If there are two or more copies of the book then leave one copy in the library. If you find that multiple copies of a particular books would be useful please inform the teacher librarian at least 30 days in advance.

c.) Books in the regular collection may be checked-out and kept on your recreational reading shelf. However, you should refresh this shelf at least once a fortnight. Keep this shelf to a maximum on ten (10) books.

d.) Holiday themed books are not to be checked-out and kept in your classroom during the holiday season. Check them out one at a time and return them after use.

3.) The resource and digital collections are primarily to support teachers in their instruction. Please observe the following guidelines when checking out books from the resource collection;

a.) Books in the resource collection are acquired for specific grades, class level or project. Please request assistance from the teacher librarian with these materials.

b.) If you assign books from the resource collection to a specific student you must keep a written record of the title, barcode and name of the student.

c.) Items in the digital collection (DVD, audiobooks and digital files) are catalogued in the library system. Please request assistance from the teacher librarian with these materials.

VII. Guidelines for using the media lab.

1.) Teachers and students are expected to follow all library rules while in the media lab. In addition the following rules should be observed.

2.) The media lab is not to be used as a time filler or free time activity. While certain online games are accessible from the library website these are not intended for use during class time.

3.) Students can be given some limited free-time on computers through the STUDENT login. The password is <7890>. Do not give the password to students.

4.) Students may access the CLASSROOM login with teacher supervision. This login is for specific projects and or assignments. It is never for free-time. The password is <teach>. Do not give the password to students.

5.) Neither classroom teachers nor students may bypass the parental controls.

6.) Teachers are expected to "test run" all media lab activities no less than 24 hours before students are to engage in the activity. For example, if you have an information gap worksheet that requires the use of a particular website teachers should go through the activity in the media lab so as to locate potential problems or challenges students might encounter. This includes research topics; as all research topics should be checked in advance to make sure level appropriate information can be found on the authorized websites.

7.) Teachers who wish students to engage in tasks or websites not permitted under the parental controls should not do so in an impromptu fashion. Please contact the teacher librarian for assistance at least one week in advance.

8.) There are no professional technology staff at Tokyo Korean School. Therefore each teacher is responsible for their own professional development in this area. However, the teacher librarian remains ready and willing to help upon advance request.

VII. Guidelines for using portable media equipment.

- 1.) The library has Macbook Pros (9), camera (5), PA system (1) and other equipment that can be used by teachers and students.
- 2.) Media equipment is intended for short term use in the classroom for specific objectives and projects.
- 3.) Setting up an ongoing media station using library equipment is not permitted.
- 3.) Portable media equipment can be checked out for 72 hour period. It must not be kept in the classrooms over the weekend or holidays.
- 4.) All equipment must be returned to the locked cabinets when not in use.
- 5.) Equipment is available on a first come first serve basis but the teacher librarian will make every effort to assure fair and equitable use of the equipment.
- 6.) A sign-up/sign-out sheet is maintained by the teacher librarian.
- 7.) It is suggested that the teacher librarian be informed at least one month in advance of projects or assignment where use of portable media equipment is necessary.
- 8.) The teacher is to report any damage or malfunctions of media equipment to the teacher librarian.
- 9.) The teacher librarian reserves the right to refuse use of the equipment if the above guidelines are not observed.