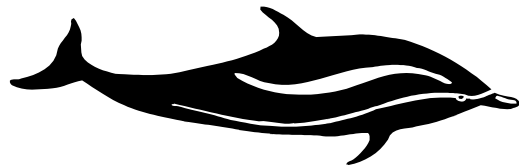


**Clay Elementary School  
Library Media Center**



**Volunteer Handbook  
2013 - 2014**



# Thank You!



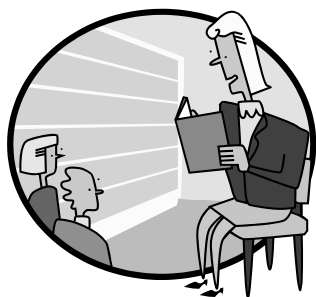
**Thank you!** for volunteering to help in Clay's Library Media Center for the 2012-2013 school year. Volunteers are an important resource for our Library Media Center and we need you!

**As** a volunteer you will probably spend most of your time shelving books that have been either checked out and returned or used by our students for research in the Library Media Center. Last year we circulated over 23,000 volumes of books in the Library Media Center and, as you can imagine, it takes many hours to return this many books to the bookshelves in the right order.

**You** may also be asked to help with other tasks in the Library Media Center. These might include:

- Read shelves to make sure books are in the right order
- Help children locate books, magazines, or reference materials
- Straighten books on shelves, put chairs in order, and pick up papers
- Check books in or out
- Preparing flyers to advertise our Book Fair
- Helping children at the Book Fair by answering questions about the availability and price of books
- Straighten magazine section
- Check shelves for missing or overdue books
- Clean AV equipment

- Create PowerPoint slides of new books
- Help with processing of new books
- Pull books/videos requested by teachers



## People to Know

**Laurie Guile-Lange**, *Media Specialist* 770-819-2430

ext. 226

**JoAnne Zarczynski**, *Media Parapro* ext. 238

## Volunteers

During the year we will have special events in the Library Media Center and volunteers can be most helpful with these. They may include Author visits, Book Fair, Read across America, etc.

Volunteers are Library Media the front office when



welcome anytime in our Center. Please check in with you arrive to volunteer.



# How Our Books Are Shelved



In Clay's Library Media Center we have arranged the books on the shelves to be very much like what our students will find in the public library since we want to teach them those important life skills. Since most people have not had much experience shelving library books, the information below will help you become familiar with our procedures.

## Books for Everyone

This section of primarily picture books displays an E and the *first 3 letters of the author's last name* on the book spine. Here is an example of a label:

E BRE
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These books are filed in the **EVERYBODY** section in alphabetical order based on the authors' last names, primarily based on the 3 letters shown on the label. For example, the labels on a series of books on a shelf might appear as follow

E BOW	E BOY	E BRA	E BRA	E BRA	E BRE	E BRE	E BRI
----------	----------	----------	----------	----------	----------	----------	----------

We are trying to teach our children to find books in alphabetical order just as they would in the public library. We do try to shelve books by the author's last name but do understand that it is sometimes very difficult to shelve them by title within an author's name. It is also necessary to keep all the books by the same author together. For example, in the E section you will find popular series of books by authors with the last names of Breathed and Brett. The labels for all books by both of these authors will be the same: They will look like the first example shown in this section. Take a moment to separate these books by author, so it will be easier for the children to locate the books they want.

## Fiction

Mostly chapter books, these display **FIC** and the *first 3 letters of the author's last name* on the book spine. Here is an example:

FIC BAR
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These books are shelved in the same way as EVERYBODY books (books for everyone), but in the **FICTION** section of the library.

## Spanish Language Books

The spine labels on these books are designated with **SP** and are shelved in the **SPANISH** section. The Spanish biography of Mia Hamm would have a spine label as follows:

<b>SP</b> <b>BIO</b> <b>HAM</b>
---------------------------------------

## Biographies

These books display **BIO** and the *first three letters of the last name of the subject of the book* on the book spine. For example, a biography of Paul Revere will have the label

<b>BIO</b> <b>REV</b>
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These books are shelved in alphabetical order based on the last name of the subject of the book. These books are located in the **BIOGRAPHY** section of the library.

## Nonfiction

These books show a *combination of numbers and letters on the spine*. The numbers are derived from the Dewey Decimal System for cataloging books, and the letters are the first three letters of the authors' last names. A typical label might look like this:

<b>636.7</b> <b>FRA</b>
----------------------------

These books are sequenced based on the entire combination of numbers and letters. See the following example:

<b>636.7</b> <b>PAT</b>	<b>636.7</b> <b>POP</b>	<b>636.7</b> <b>SIL</b>	<b>636.72</b> <b>QUA</b>	<b>636.73</b> <b>SAN</b>	<b>636.753</b> <b>MUL</b>	<b>636.753</b> <b>SAN</b>	<b>636.8</b> <b>MUR</b>
----------------------------	----------------------------	----------------------------	-----------------------------	-----------------------------	------------------------------	------------------------------	----------------------------

In this example, notice that all books numbered 636.7 appear before books with higher numbers (636.72, 636.73, etc.) regardless of the letters that accompany the numbers. Books with numbers beginning with 636.7, including those with additional digits behind the decimal point such as 636.753, appear before books numbered 636.8 or higher. Also, notice that books with identical number assignments, such as the 636.7 books, are placed in alphabetical order based on the three letters shown on the label.

*(\*\* One point to note is that nonfiction books that appear to be in the same series may not necessarily all be shelved together. For example, a popular series of non-fiction books about dogs all have covers with a red-and-white checked border, so it is tempting to assume that these books would be grouped together on the shelves. However, several different authors have*

written books in this series, which are about several different breeds of dogs. As a result, because of the numbers and letters on the labels for these books and other books on dogs, other books may be shelved among the volumes in this series.)

### **Reference Books**

Reference books are to be used in the library but can be checked out by students. (We do permit students and teachers to check out Reference Books with the understanding that they do not leave the school.) They have the letters **REF** and a number, and the first three letters of the title on the spine. The following is an example for People and Places:

REF 031 PEO
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These books are shelved in order by the numbers shown on the labels, then by author, if necessary.

### **Professional Materials**

These are books and other materials which are for use by the teachers and staff only. They have **PRO** followed by the information that would be shown on a label for a regular library book on the spine. Two typical labels are shown below:

PRO E CAR	PRO 370.15 MAN
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These materials are stored in the **Audio Visual** room. They should be shelved based on the letters and/or numbers on the labels just as if you were shelving fiction, biographies, nonfiction, etc.

### **Grade Level Read-Aloud Books or Big Books**

These books which also have **PRO** on the spine are located in the **Audio Visual** room. They are shelved based on the letters and/or numbers on the labels just as if you were shelving fiction, biographies, nonfiction, etc.

PRO F POL
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### **Magazines**

The current monthly issue of a magazine is placed in a protective cover in the **Magazine** section. *Back issues of magazines are kept underneath the*

*current issue.* **(The current issue is not allowed to be checked out.)** Students may check out back issues by using the magazine check out form at the circulation desk. Upon checkout the magazine will be placed in a protective cover and a date due slip placed in the pocket on the cover.

### **Videos and DVDs**

Videotapes and DVDs have labels with the letters **AVDVD** followed by letters and/or numbers just like a regular book. A typical label is shown below for both a Non-Fiction and Everybody title.

<b>AVDVD</b> <b>574.5</b> <b>JUN</b>	<b>AVDVD</b> <b>E</b> <b>JUN</b>
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Videotapes and DVDs are kept in the **Audio Visual** room. Videotapes and DVDs should be shelved based on the letters and/or numbers on the labels, just as if they were books.

### **Books and Cassette Tapes/CDs**

Books with a cassette tape or CD are placed in a hanging bag on the Media section behind the circulation desk. As you look at the Media section you will notice that these bags of books are arranged in alphabetical order. They have labels with the letters **AVBAT** followed by the information you would find on the label of a library book. An example is shown below:

<b>AVBAT</b> <b>FIC</b> <b>GAN</b>	<b>AVBAT</b> <b>E</b> <b>COL</b>
--	--

**If you are ever uncertain where to shelve a book or other item or how to handle any other task you have been asked to do, just ask.**

**We value your assistance and will always be happy to help.**

**Thank you again for your help and support of our Library Media Center.**

