



MEMO

Russell Elementary School

Media Center

Volunteer Handbook

Thank You!

Thank you! for volunteering to help in Russell's Media Center for the 2012-2013 school year. Volunteers are great help in our 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 Media Center. Last year we circulated over 26,000 volumes of books in the 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 Media Center. These might include:

- Read shelves to make sure books are in the right order
- Helping children locate books, magazines, or reference materials
- Checking 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
- Check shelves for missing or overdue books
- Pull books/videos requested by teachers

During the year we will have special events in the Media Center and volunteers can be most helpful with these. These include author visits, Dr. Seuss Day, Book Fair, etc.

People to Know

Marty Arrington, Media Specialist
Joan Kiger, Parapro

770/437-5937

Volunteer Schedule

Since it is most helpful to have a corps of volunteers we can depend on it is most appreciated if volunteers will sign up for a specific day or days during a month. Of course, if you find you have some extra time, do come in; we can always use the help.

How Our Books Are Shelved

In Russell's 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 book, the information below will help you become familiar with our procedures.

Books for Everyone

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

E
BRE

These books are filed in the E 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 follows:

E	E	E	E	E	E	E	E
BOW	BOY	BRA	BRA	BRA	BRE	BRE	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 would also be helpful 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. If you can take a moment to separate these books by author, it will be easier for the children to locate the books they want.

Fiction

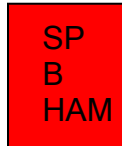
Mostly chapter books, these have a *blue* label on the book spine showing an F and the first three letters of the author's last name. Here is an example:



These books are shelved in the same way as E books (books for everyone) but in the F section of the library.

Spanish Language Books

The spine labels on these books are designated with SP and will have *yellow, green, red, or blue* labels depending on the book's classification. The Spanish biography of Mia Hamm would have a spine label as follows:



Biographies

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



These books are shelved in alphabetical order based on the last names of the subjects of the books.

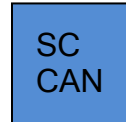
Collected Biographies

These books have a *red* label on the book spine showing 920 and the first three letters of the author's last name. (They are placed on the bookshelves in the 900s.) For example, the spine of the book *Lives of the Writers* by Kathleen Krull would look like this:



Story Collections

These books have *blue* labels on the spine showing the letters SC and the first three letters of the last name of the person who compiled the volume. We have a relatively small number of these books, and they are shelved just before the fiction books. They are alphabetized based on the three letters on the label. An example is *Chicken Soup for the Teenage Soul* by Jack Canfield, et.al.:



Nonfiction

These books have *green* labels on the spines that show a combination of numbers and letters. 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:



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

636.7	636.7	636.7	636.72	636.73	636.753	636.753	636.8
PAT	POP	SIL	QUA	SAN	MUL	SAN	MUR

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 not checked out by students. (We do permit teachers to check out Reference Books with the

understanding that they do not leave the school.) They have labels on the spines that have the letters REF and a number, and the first three letters of the title as in this example for People and Places:

REF
031
PEO

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 *purple* labels on the spines with the letters PRO followed by the information that would be shown on a label for a regular library book. Two typical labels are shown below:

PRO	PRO
E	370.15
CAR	MAN

These materials are stored shelves behind the circulation desk. They should be shelved based on the letters and/or numbers on the labels just as if you were shelving fiction, biographies, nonfiction, etc.

Parent Resource Center

This select section of books, videos, DVDs, and CDs is located just to the right of the steps leading to the stage and have spine labels with the letters PAR. Purchased primarily with Title I funding, we encourage our parents to utilize these resources. Do check them out!

Magazines

Current issues of magazines are placed on the magazine racks. Back issues of magazines are kept in the equipment room. While we do not permit children to check out magazines at this time, faculty and staff may do so using the form attached to the side of the magazine rack.

Videos and DVDs

Videotapes and DVDs have labels with the letters AV or DVD followed by the first name or first three letters of the video title. A typical label is shown below:

AV
574.5
JUN

Videotapes and DVDs are kept in the equipment room adjacent to the main room of the library. Videotapes and DVDs should be shelved based on the letters and/or numbers on the labels, just as if they were books. Reading Rainbow videotapes are shelved in the book shelf across from the video cabinet in the equipment room.

Books and Cassette Tapes/CDs

Books with a cassette tape are placed in a hanging bag on the Media Rack in the equipment room. As you look at the Media Rack you will notice that these bags of books are arranged in alphabetical order if they are fiction and numerical order if the titles are nonfiction. They have labels with the letters MM (for multimedia) followed by the information you would find on the label of a library book. An example is shown below:

MM
F
OSB

We also have a limited number of books with CDs. These we encourage teachers to check out for their students who are struggling readers. They are located next to the Professional section behind the circulation desk.

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.

Special thanks to Camden School Elementary School for sharing their handbook
http://www.camdenstation.com/media_vol_hand.htm