



OCS Library Procedures & Policies

Library Mission & Purpose:

OCS Library has been created to maintain information literacy and meet the needs of our wide range of readers. Students will come to learn researching skills and how libraries are organized. The environment in the OCS library should be warm and welcoming. Students and staff will be given opportunities to connect and share a love of learning and reading together in our library.

Scheduling:

Students in grades 2-8 may visit the library during recess reading 10:00-10:50am. Lunch time reading will also be offered from 12:15-1:19pm for grades 2-8. The availability of the library volunteers will dictate the days of the week that recess and lunch time reading is offered. Dedicated classroom library visitation days may be coordinated with the school administration and the library volunteers. There will be no recess or lunch time reading if the school is on a rainy day schedule. A schedule is posted every six weeks, which is located on the bulletin board near the OCS Library entrance. K-8 Staff may sign up for library use as needed. Our library is used for various meetings. These times have been blocked off of the schedule. However, if you would like to use the library for staff or other school group meeting times, please check the library schedule for availability then speak with Director of Operations for library use approval.

Library Norms:

The Library is for reading and calm, quiet conversation. All visitors should be respectful of library resources such as books, furniture, and materials. Visiting the library is a privilege. The library is a drink and food free place. School norms are library norms.

Books:

Students are allowed to check out 1 book at a time for two weeks. After the initial two week check out, students may renew the book for check out for an additional two weeks. Staff may check out a max of 5 books for the same check out period. If additional books are needed, please consult with Principal for approval. Books checked out to Staff cannot go home with students. Lost or damaged books will need to be replaced by student before additional books can be checked out by that student. If replacing the lost or damaged book is a hardship, please email library@ourcommunityschool.org so other arrangements can be made. Teachers are expected to give students reminders about returning books to the library. Books are checked out through a digital library cataloguing system called Alexandria. Each student and staff has an ID number that is located in a white 3 ring binder on the library desk for checking out and returning books. Books that are taken from the shelf during recess periods are placed on the library shelving return cart for volunteers to reshelve. Volunteers will track and distribute notices to students regarding overdue books. No new books will be checked out until overdue books are returned. Books are allowed to go home. The OCS library is happy to take donations from our families; however, all donations must be made by appointment only. To set up an appointment, please email library@ourcommunityschool.org. All books should be in good condition, with clean, unmarked pages.

Library Collection:

The library should include and maintain a varied collection of books. Students are encouraged to request books that aren't in the library. Library volunteers are maintaining a Student Book Request list. Volunteers compile the titles requested. OCS administration has final approval on books that are included and/or excluded from the library. Any questions or questionable content in the library collection should be addressed to the Principal. The books are leveled according to Developmental Reading Assessment guidelines. Books are organized by category and cataloguing numbers. The Young Adult Collection will be for 6th-8th graders or at the Teacher/Parent discretion.

Library Committee:

The OCS library is overseen by OCS administration and supported by volunteers. A library committee made up of Principal, Director of Operations, Head of Library Functions/Systems, Teacher Champion, and volunteer leaders meet every 4-6 weeks to plan and implement library needs.

Library Training/Volunteers:

Volunteers will coordinate selection of teacher grade level book recommendations and student recommendation displays in the library. Principal and Director of Operations will help maintain as needed.

Teachers, staff, and volunteers will oversee that students understand the norms and proper library use as well as the various parts of the library, such as book recommendations section. Classroom teachers and paraprofessionals are to help ensure that the library remains organized and clean after classroom visits.

All staff and volunteers should be trained in using Alexandria. Cataloguing systems and procedures should be understood by all library volunteer staff. Only volunteers that have been trained to use the Alexandria system are allowed to use the system.

Library volunteers will be responsible for maintaining a "seasonal" book display.

Library volunteers supervise Recess Reading/ Lunch time Reading and help students check out and return books.