

Welcome to the Dawes Intermediate School Library!

This handbook is designed to provide students, teachers, and staff with guidelines and procedures for using the library effectively. Our goal is to create a welcoming environment that fosters a love for reading and learning.

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Mission Statement

"The Dawes Intermediate Library is dedicated to inspiring curiosity and fostering a lifelong love of reading and learning in our students. We strive to provide a welcoming and engaging environment where every child can explore a diverse range of books, access valuable information resources, and develop critical thinking and digital literacy skills. Our mission is to support and enrich the educational journey of each student by encouraging exploration, creativity, and collaboration, while nurturing a community of avid readers and informed learners."

Vision Statement

"At Dawes Intermediate Library, we envision a vibrant and dynamic learning hub where every student is empowered to become a confident, curious, and lifelong learner. Our library will be a cornerstone of discovery and creativity, fostering a community where imagination and knowledge thrive. We aim to inspire students to explore diverse perspectives, embrace technology, and develop critical skills that prepare them for future success. By cultivating a love for reading and providing innovative resources, we strive to support each student's journey towards becoming thoughtful, engaged, and informed global citizens."

Library Advisory Committee

Librarian-Committee Chair	Ashley Ziebach	Ashley Ziebach
Principal	Mona Griffin	Mona Griffin
Third Grade Teacher	Attycin Walters Allicyn	awalters
Fourth Grade Teacher	Laura Segler	Laura Segler
Fifth Grade Teacher	Wendy Lomenick	Wendy Lomenick
Parent	Jessica Calametti	Jessica Calametti
Student	Phillip Hall	Phillip Hall
Community	Jennifer Rowe	Jennifer Rowe

Monday	Tuesday	Wednesday	Thursday	Friday
7:45-8:55 BROADCASTING/ ANNOUNCEMENTS	7:45-8:55 BROADCASTING/ ANNOUNCEMENTS	7:45-8:55 BROADCASTING/ ANNOUNCEMENTS	7:45-8:55 BROADCASTING/ ANNOUNCEMENTS	7:45-8:55 BROADCASTING/ ANNOUNCEMENTS
8:55-9:30 OPEN CHECK OUT	8:55-9:25 ZODROW	8:55-9:25 SAYERS	8:55-9:25 ANKERSON	
9:30-10:00 LOMENICK	9:30-10:00 RODRIGUEZ	9:30-10:00 HOLLOWMAN	9:30-10:00 DORTCH	8:55-10:35 OPEN CHECK OUT
	10:00-10:40 OPEN CHECK OUT	10:05-10:35 LEWIS	10:05-10:35 ENGLISH	
10:00-11:45 TECHNOLOGY MAINTENANCE	10:40-11:10 JERNIGAN	10:40-11:10 VANDYKE	10:35-11:15 OPEN CHECK OUT	10:35-11:45 TECHNOLOGY MAINTENANCE
	11:15-11:45 SEBLER	11:10-11:45 OPEN CHECK OUT	11:15-11:45 WARREN	
11:45-12:15 LUNCH	11:45-12:15 LUNCH	11:45-12:15 LUNCH	11:45-12:15 LUNCH	11:45-12:15 LUNCH
	12:15-12:45 DENNIS	12:15-12:45 SIMMONS	12:15-12:45 WHITING	
12:15-3:00 LIBRARY MAINTENANCE	12:50-1:20 DALBERTY	12:50-1:20 JOHNSON	12:50-1:20 SCHWAN	12:15-3:00 LIBRARY MAINTENANCE
	1:25-1:55 WALTERS	1:25-1:55 EVANS	1:25-1:55 LARON	
	1:55-2:30 OPEN CHECK OUT	1:55-2:30 OPEN CHECK OUT	1:55-2:30 OPEN CHECK OUT	

3. Library Rules and Behavior

- **Respect:** Treat the library staff, fellow students, and the library materials with respect.
- **Quiet Environment:** Maintain a quiet atmosphere to ensure everyone can read and study comfortably.
- **Food and Drink:** No food or drinks are allowed in the library to keep the environment clean and prevent damage to books.
- **Appropriate Use:** Use library materials and equipment appropriately and responsibly.

4. Borrowing Procedures

- **Library Cards:** Each student will be issued a library card at the beginning of the school year.
- **Check-Out Limits:** Students in grades 3-5 may borrow up to 2 books at a time.
- **Check-Out Duration:** Books are checked out for 2 weeks.
- **Renewals:** Books may be renewed for an additional 2 weeks if needed. Renewals must be done in person

5. Returning Books

- **Return Location:** Books should be returned to the designated return slot at the circulation desk.
- **Late Returns:** Overdue notices will be sent home if books are not returned on time. Please return or renew books as soon as possible.
- **Check-In:** Books will be checked in and removed from the student's account once they are returned.

6. Lost or Damaged Books

- **Reporting:** Report any lost or damaged books to the library staff immediately.
- **Replacement:** If a book is lost or damaged beyond repair, the student or parent/guardian will be responsible for the replacement cost. Cost is determined by the book.
- **Fees:** Replacement fees will be communicated, and payment arrangements can be made through the school office.

7. Using Library Resources

- **Catalog:** Use the online catalog to search for books and resources. Library staff can assist with searches and recommendations.
- **Computer Use:** Computers are available for research and educational purposes. Students must follow the school's technology use policies.
- **Reference Materials:** Ask library staff for help with reference materials, including encyclopedias, databases, and other research tools.

8. Library Events and Programs

- **Book Fairs:** Held annually, offering students a chance to purchase books.
- **Reading Challenges:** Participate in reading challenges and earn rewards.
- **Author Visits:** Special events with authors and illustrators throughout the year.
- **Story Times:** Scheduled story times and read-aloud sessions for different grades.

9. For Teachers and Staff

- **Class Visits:** Students will come to the library during their assigned time. Contact the librarian to arrange times and specific needs for class sessions.
- **Resource Requests:** Request books and materials for classroom use. The library staff is happy to assist with curriculum support.
- **Professional Development:** Workshops and training sessions are available for staff to learn about library resources and services.

10. Contact Information

- **Library Media Specialist:** Ashley Ziebach
- **Phone:** 251-221-1485
- **Email:** aziebach@mcpss.com
- **Dawes Website:** <https://www.dawesintermediate.com/>
- **Library Website:** <https://www.dawesintermediate.com/library>
- **OPAC Website:** <https://mcpss.booksys.net/opac/dawi/index.html#menuHome>

We look forward to a great year of reading and learning with you. If you have any questions or need assistance, please don't hesitate to ask!