

## Library Policies and Procedures

1. You must have your agenda and ID to leave the class and visit the library. Make sure to sign in during school hours when you are not with a class.
2. Use a red shelf marker to return the book in its proper place.
3. Computers are to be used for educational purposes only (no chatting, e-mail, games, inappropriate sites, etc.)
4. No food or drinks unless the activity calls for it. NO GUM!
5. All exposed electronics will be taken away before, during, and after school.
6. Students may check out a total of three books for a two-week period. Reference materials may not be checked out.
7. Place returned books in the book drop located at the circulation desk. Before or after hours, students may return the books in the book drop slot outside the library.
8. There is a \$0.05 fine for every book that is late (excludes holidays and weekends). The max amount is \$5.00 for each book that is late.
9. Overdue notices will be sent to your Language Arts teacher once a month if you have a fine or an overdue book.
10. If a book is lost or stolen, you are responsible to pay the full price of the book.
11. If you are not cleared, you will not be allowed to check out books and may not participate in future school activities.

## Why use Google?

### Use the databases for your homework!

Go to [www.beanieread.weebly.com](http://www.beanieread.weebly.com) and under Student Resources click the first button that says Gale Databases and if you are not at school but at home, you will need to type the following password: hawks. It will then give you a list of all the databases you have accessed to (picture below). Make sure to pick ONE at a time and find out which one is the one for you to use.

### There are a whole lot of tools in each one!

- Translation-up to 12 languages!
- Citation-whether you need MLA or APA style
- Email the article
- Highlight tool for notes
- The article can be read to you-hit the listen button and much more!



## Indian Ridge Library

Library Hours: Monday-Friday 8:00-4:15 pm

Librarian: Mrs. Shivery

Library Assistant: Sarah Valles



## eBooks at the library!

There are websites for students and teachers to access eBooks in school or at home! Here are the following names: (Passwords needed for each)

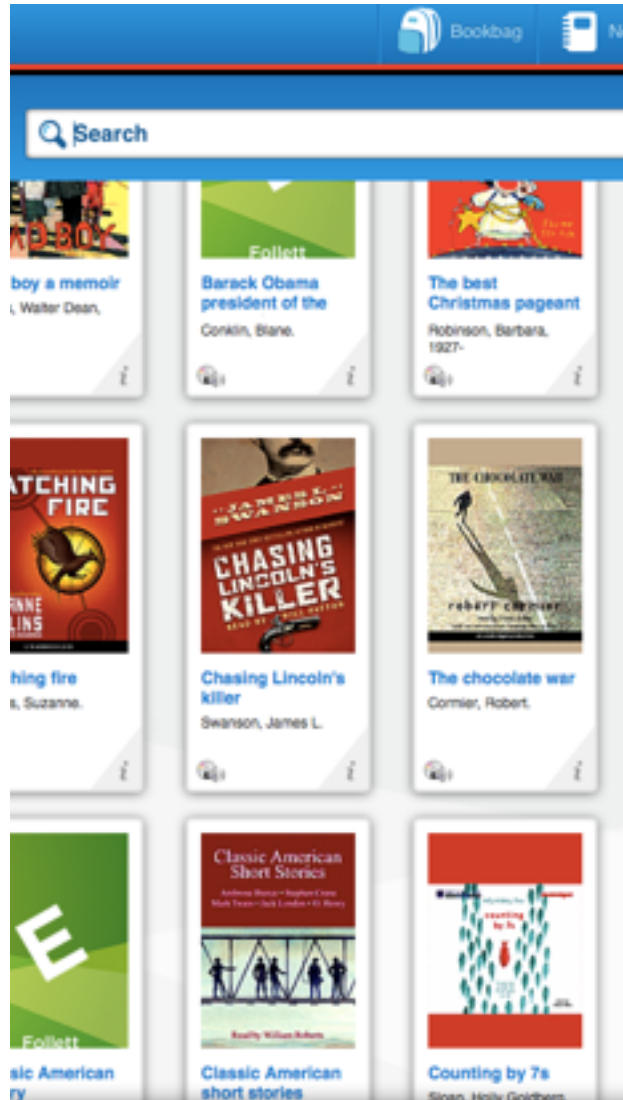
Follett

Capstone

Need Help? Ask us!

ABDO

Catalist Digital



## Teachers-check the calendar online!

Go to the library website (URL below) under Teacher Resources to see what classes are in that day. Need to schedule a day? Use the Contact Me tool!

## Do you owe money or did you turn in the book?

Visit the library website (below) under Student Resources and click the fine button to find out! Remember you need to know your ID.



## IRMS Library Website

Take the time to visit the website: [www.beanierread.weebly.com](http://www.beanierread.weebly.com) to find useful information such as events, links to eBooks and our databases for research (Gale, Britannica School, and Adam Matthew), check your library fine, a link to search for books online, gallery of pictures, and even a blog where Mrs. Shivery reads some books and talks about them! Take advantage of this awesome resource that is very accessible to anyone at IRMS!

## What to expect:

Check later for shelf talkers on the shelves! Mrs. Shivery and Sarah will make some and would love for teachers and students to join us in writing about their favorite book they love!

## Book Display

There will be a New and Featured Books in the library every month by the circulation desk. It will be either new or books based on a holiday of that month.



## Activities in the Library...

There will be events/activities going on in the library so don't forget to stop by and check out the following:

- Library Card Signup
- Banned Books Week
- Bookmark decorating contest
- Family Literacy Night
- Pizza Hut BookIt 6th grade
- Dr. Seuss Week
- Blind Date with a book
- Book Publishing
- AR Challenges
- Book Fairs
- And much more!!!