

Fisher Library Crew Information

2017-2018

Library Crew is a select group of 4th and 5th graders who are trained in the ways of the library and who help keep our library running smoothly. They may help before school or anytime during the day that their teacher allows them to come help. However, before coming to help in the library, a member of Library Crew must go through a training process. There are several levels of training listed below. Each level is inclusive of the ones before it. *(Please see the end of this document for a training schedule.)*

Apprentice – Can straighten shelves; knows the layout of the library; can find a book for themselves in the Catalog and on the shelves; can sort books into piles of Fiction, Easy Fiction, Non-Fiction, and Easy Non-Fiction; has completed Level 1 of the “Order in the Library” game.

Expert – Can shelve Fiction and Easy Fiction books, including Story Collection books; has completed levels 2, 3, and 4 of the “Order in the Library” game.

Master – Can shelve Easy Non-Fiction books and regular Non-Fiction books, Biography, Reference, Bluebonnet, 2x2, and Spanish books. Can organize books on the carts to be shelved Has completed levels 5, 6, 7, and 8 of the “Order in the Library” game.

Crew members can help with any tasks for which they have completed training.

Library Crew Eligibility

To become a Library Crew Member, students must turn in the following items:

1. Application
2. Signed approval from parent
3. Signed approval & recommendation from teacher

Students are applying for Library Crew like one would apply for a job. Not all applicants may be chosen. The decision will be based on the items listed above as well as the number of new Library Crew members needed.

Library Crew Procedures

Library Crew members are expected to work in the library **at least once per week**. When a Library Crew member comes to the library to work, these procedures must be followed:

1. Before coming to the library, the Crew member MUST get permission from his or her teacher (unless it is before school).
2. Crew member must sign-in in the binder under the lip of the counter. The crew member must fill in **the date, time in, name, and teacher**.
3. Crew member may immediately start working on whatever task seems to be the most necessary. This will usually entail shelving books and straightening the shelves. Crew members may only work on those tasks in which they have been trained; for example, if you are an Expert, then you may straighten the shelves and shelve only Fiction and Easy Fiction books.
4. If a crew member is unsure of what work needs to be done, he or she should ask Mrs. Totin.
5. Crew members are expected to be on their best behavior while they are working in the library. This includes:
 - a. working quietly
 - b. working diligently
 - c. staying on task
 - d. being kind and helpful to other students
6. If another student asks a Crew member for help finding a book, the Crew member is expected to help him or her as best as the Crew member can.
7. When it is time for the Crew member to leave, he or she **must sign OUT** in the binder under the lip of the counter. The Crew member must fill in what work he or she did today and the Time Out.

Library Crew Responsibilities

Library Crew members are responsible for working in the library at least once a week. It is the crew member's job, not the teacher's or parent's job, to remember. If a crew member misses a week, he or she can talk with Mrs. Totin about it and make up the time the following week.

If a crew member misses too many weeks, the crew member may be not be able to attend the end-of-year Library Crew celebration. The student may also be dropped from library crew. Attendance will be monitored.

Training Schedule

The first training session (Apprentice) is mandatory – **ALL MEMBERS MUST ATTEND THE FIRST TRAINING SESSION**. If you are not able to attend the first training session, please notify Mrs. Totin immediately so she can reschedule you.

The rest of the training sessions (Expert and Master) are NOT mandatory, but suggested. Members may choose to remain at the Apprentice level. However, it is recommended that members move up as high as they can. Members are expected to inform Mrs. Totin if they are not planning to attend training.

Make-up or extra training sessions may be scheduled at a later date if members cannot attend. Please notify Mrs. Totin PRIOR to the training if you cannot attend, but would like to reschedule your training.

All training sessions begin promptly at 7:00 a.m. and end at 7:30 a.m. It is VERY IMPORTANT that crew members arrive on time because we don't have much time to complete the training sessions.

Wednesday 9/20/17 – Apprentice Training Part 1

Thursday, 9/21/2017- Apprentice Training Part 2

Wednesday 9/27/17 – Expert Training Part 1

Thursday 9/28/17 – Expert Training Part 2

Wednesday 10/18/2017 – Master Training Part 1

Thursday 10/19/17 – Master Training Part 2

Friday 5/25/18, End of Year Party, 1:45-2:30

Questions

If you have any questions or concerns, please don't hesitate to contact Mrs. Totin.
210.397.4474

Mary.Totin@nisd.net

I am so excited that you have decided to apply for the
Library Crew! I can't wait to get started!