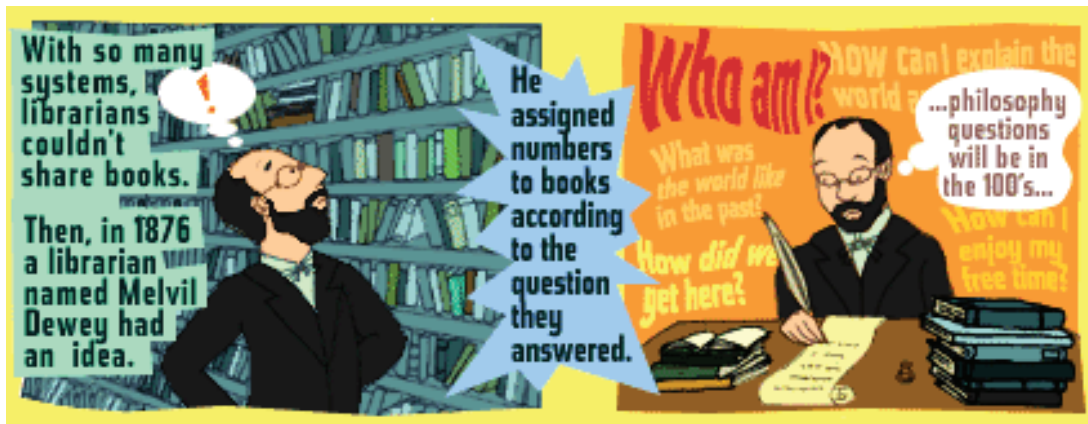


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(These urls are just a click away on your email version of the handbook!)



"Decimals are OK I guess, but there better not be a Dewey fraction system."



Tarpey Library Guidelines

LIBRARY CHECK-OUT HOURS - effective 8/28/17

Monday	7:30 AM - 4:00 PM
Tuesday	7:30 AM - 4:00 PM
Wednesday	7:30 AM - 2:00 PM
Thursday	7:30 AM - 4:00 PM
Friday	7:30 AM - 2:00 PM

*** 12:00 PM - 12:45 PM Closed for lunch daily***

Library Assistants will meet either Tuesday or Thursday for an hour of work after school. Athletes may work 2 mornings a week, 7:30AM-7:55AM, to qualify. Block "T" points are available to Library Assistants.

AR Reading will be available in the LMC after school, Tuesday, and Thursday.

- Starting 8/28/17

⊕ CLASS LIBRARY TIME - This is a fixed time each week. If you cannot make your time, please email me so we may reschedule. Teachers, please remain with your class & help maintain the proper library environment. Your class will be asked to leave if library rules are not followed.

⊕ Please post a schedule in your classroom for student's use.

Whenever there is a PERMANENT change in the schedule, a revised copy will be emailed to staff to post in your room. Please don't send children to the library when another class is scheduled.

- A pass is not needed before or after school, only during school hours.

⊕ CLASS VISITS - K-3 will have Story Time at the beginning of their class visit, followed with book checkout, for a total of 30 minutes. Upper grade classes will come in for a 30 minute visit to check out books and / or use the computers. Extra Library time for your class can be scheduled anytime that is needed. (T2R , AR, Etc.)

⦿ STUDENT LIBRARY BOOK CHECKOUT -

Preschool & Kindergarten students will checkout a book under their teacher's number and should keep the book in the classroom. **Parents are more than welcome to come in and check out up to six (6) books at a time to take home and read with their child. Please encourage your parents to visit and check out material.**

Grades 1 & 2 will be able to checkout one (1) or two books according to their reading level.

Grades 3rd thru 6th will be able to checkout one (1) or two (2) chapter books under their own account or three (3) picture books. Please have students read all the books they check out before exchanging 1 or 2 when it's not a scheduled class time. If a student needs more picture books than 3, then that is available. Please encourage your students to check out what they can read in 1 week.

⦿ **OVERDUE NOTICES** - Will be sent as a report via email to teachers or a hard copy to the patron.

Please pass the information along to your students immediately. Overdue by 30 days or more - obligation letters will be mailed to the student's home and daily detention may result, with a call to the parents, until the obligation is cleared.

*****They will not be able to check out ANYTHING until their library item is returned and/or fine is paid! If the debt is a hardship for the student, we can make other arrangements (work).**

⦿ Charges for Lost or Damaged Materials

School library materials are expensive, and they are loaned out with the understanding that they will be returned in the same condition in which they were lent. Replacement charges will be assessed for reasons such as lost or broken materials, highlighting in or otherwise defacing books, water damage, missing barcode, or failure to return materials. Charges are anywhere from \$1 for a missing spine label or barcode to \$20 for replacement cost of a book (higher for more valuable items).

✦ LIBRARY PASSES-

Students need to use a pass when they are visiting the Library during school hours for research purposes and book checkout. Ideally the students should use their **Scheduled Class Library Time** effectively, to get what they need for the **whole week**, but that doesn't always happen.

Each classroom will have 2 passes. Only one student per pass, please, unless you have a group of students with the need to come to the library, & there isn't a scheduled class already here, then you may send the group all at once with a note from you. (Ex. Billings - 7 kids to LMC)

✦ STUDENT TEXTBOOK CHECKOUT -

Grade 1 - Consumable Benchmarks - replacement cost = \$25 if lost.

Grades 2 thru 6 - all textbooks need to be checked out to the student, per CUSD's requirements and "No child Left Behind".

✦ TEXTBOOK PRINTOUTS - these will be run as a pdf file after the first checkout for verification, if needed, and again at the end of the school year, if needed. Please let me know if you'd like a copy.

✦ COMPUTERS - These may be used for the Assessment Tests, Research, or whatever purpose you, the teacher, deem necessary. Please send the student with a pass and the purpose for visit. There are twelve (12) Library computers available for student use, and you may send 2 students at once, with a note and purpose. During recess a student may use the computers for educational games only!

✦ TEACHER TRANSACTION LISTS -will be emailed at your request.



COLORED DOTS ON PRIMARY BOOKS -

Blue • = Easy Fiction

Green • = Easy Non Fiction

Accelerated Reader Levels



Click Link [Accelerated Reader Search for a Quiz](#)

We have AR Enterprise at Tarpey Elementary, which allows us access to over 100,000 AR quizzes. The program is set so that a student may only take a test on a given book once.

The purpose of the Accelerated Reader program at Tarpey Elementary is to motivate kids to read, read, read! We want children to experience success and growth as readers and comprehension!

LIBRARY EXPECTATIONS

I will conduct a brief orientation with each class on their first visit to the library, and any other time you deem necessary, as a refresher. This orientation is usually on the second week of school. I will show the children some basic library skills and remind them of the following library rules:

- * Students are responsible for any items that they borrow. Please encourage your students to check out what he /she can read in **1 week**.
- * Parents are able to check out items from the Library and are responsible for any items that they borrow.
- * Library privileges will be revoked when there are any fines owed, overdue books, or damaged items. After 30 days detention may be issued for each day detention is offered until the obligation is taken care of, per parent's permission.
- * There is no fine for a late book. If the book is damaged, then the cost of a lost/damaged book is determined by the replacement cost. The cost of replacing a torn off bar code or spine label is \$1.00.
- * Students are expected to push in their chairs and throw away any trash before leaving the library.
- * Voice level will be equivalent to a public library at all times.
Noise or behavior that is disruptive to library use, including use of personal communications or entertainment devices is deemed unacceptable.
- Books should be returned as a class 8am to 8:30am the day of your scheduled library visit.**
- * **Books may be renewed by your student, just bring the book in for renewal.**
- * Kindergartners will not use their assigned library numbers UNLESS their parents wish to check out books for them. They will check out 1 book each week, after story time under their teachers' number.
- * Patron (library) numbers are printed on card stock for each classroom to use when they visit the LMC. Replacement cost is \$1.00.
- * Pencils, pens, markers, crayons, paper, and various supplies are available for student use.
- * Computers will be used during school hours for research, reports, T2R, AR, or assessments with a Library Pass and/or some type of notification from the teacher.

DEWEY DECIMAL CLASSIFICATION

001-099	Generalities	PREQUEL TO THE DEWEY DECIMAL SYSTEM	Encyclopedias, curiosities and wonders, unexplained mysteries
100-199	Philosophy	WHO AM I?	Books about the self, feelings, dreams, witchcraft
200-299	Religion	WHO MADE ME?	Christianity, Judaism, Buddhism, Hinduism, etc., and Mythology
300-399	Social Science	WHO'S THE GUY IN THE NEXT CAVE?	Customs, cultures, laws, manners, costumes, fairy tales
400-499	Languages	HOW DO I TALK TO THAT GUY?	Dictionaries, parts of speech, sign language, foreign language aids
500-599	Natural Science	LET'S TALK ABOUT THE WORLD WE SEE	Mathematics, earth, astronomy, chemistry, plants, wild animals
600-699	Applied Science	NOW LET'S MAKE STUFF OUT OF WHAT WE SEE	Inventions, robots, transportation, pets, recipe books
700-799	Arts and Recreation	NOW LET'S HAVE SOME FUN	Art, drawing, comics, handicrafts, music, games, sports
800-899	Literature	LET'S TELL OUR CHILDREN HOW WONDERFUL WE ARE	Poetry, plays, classic literature, jokes, riddles
900-999	Geography and History	LET'S TELL OUR FUTURE CHILDREN HOW WONDERFUL WE WERE	Landforms, travel, atlases, exploration, countries
92 and 920	Biography and Collective Biography	FIND OUT ABOUT FAMOUS PEOPLE	Single person: filed by last name of subject Multiple people: by author

READY REFERENCE SITES

Almanacs

FactMonster- <http://www.factmonster.com/>

The information Please almanac for kids online.

World Almanac for Kids <http://www.worldalmanacforkids.com>

Fun facts from around the world.

Atlas

<http://www.atlapedia.com/> - Atlapedia Online contains full color physical and political maps as well as key facts and statistics on countries of the world.

Careers

The Occupational Outlook Handbook - <http://www.bls.gov/oco>

Citations

Citation Styles for Research Papers -

<http://www.liunet.edu/cwis/cwp/library/workshop/citation.htm>

Dictionary

The American Heritage Dictionary of the English Language, 4th ed. - <http://www.bartleby.com/61>
More than 90,000 definitions, most of which include audio pronunciations, etymology, articles, and word history.

Merriam-Webster's WWWebster Dictionary - <http://www.merriam-webster.com>

Look up the definition, pronunciation, etymology, and hear the word pronounced.

Merriam-Webster Online - <http://www.M-w.com>

Word Central - <http://www.wordcentral.com>

A Merriam-Webster site for the younger audience that includes on-line dictionary, rhyming dictionary, word of the day, and activities to encourage students to play with language.

Encyclopedias

Britannica Concise - <http://www.yahooligans.com/reference/encyclopedia>

The free version may not include the most current updates but the articles are full text, unlike the Britannica site.

Columbia Encyclopedia - <http://www.bartleby.com/65> Sixth Edition of this concise source.

Government

U.S. Government information - <http://bensguide.gpo.gov>

Presidential information - <http://www.ipl.org/div/potus>

U.S. House of Representatives - <http://www.house.gov>

U.S. Senate - <http://www.senate.gov>

The Whitehouse site for kids - <http://www.whitehouse.gov>

Department of Treasury Learning Vault - <http://www.treas.gov/education>

Quotations

Quotations - <http://www.bartleby.com/quotations>

Science- Earth Sciences

Earthquakes - <http://www.crustal.ucsb.edu/ics/understanding>

A simple, animated introduction to earthquakes, some first hand accounts by famous people, and related links.

Rocks for Kids - <http://www.rocksforkids.com>

Find out how to identify, collect, and do neat things with rocks.

Planets

Welcome to the Planets - <http://pds.jpl.nasa.gov/planets>

A collection of many of the best images from NASA's planetary exploration program.

100s Philosophy and Psychology

200s Religion

Witchcraft: Salem <http://www.nationalgeographic.com/features/97/salem/index.html>

This site is based on historical records, including a full bibliographic record of where they got their facts.

Hindu <http://www.us-hindus.com>

A study of Hindu religion, facts and practice of the Hindu faith.

Mythology <http://www.bulfinch.org>

This site is very informative and has been established to allow the general public to learn the results of the life and works of Thomas Bulfinch.

300s Social Sciences, Political Science, Education, Holidays, Folklore

Ben's Guide to US Government for Kids - <http://bensguide.gpo.gov>

POTUS: Presidents of the United States - <http://www.ipl.org/div/potus>

National Clearing House for Alcohol and Drug Information -
<http://www.health.org/features/kidsarea/kidsarea.htm>

400s Languages

Blue Book of Grammar and Punctuation - <http://www.grammarbook.com>

Grammar Glamour - <http://library.thinkquest.org/2947>

National Spelling Bee - <http://www.spellingbee.com>

500s Natural Sciences and Mathematics

U.S. Treasury Page for Kids - <http://www.ustreas.gov/kids>

Rocks for Kids - <http://www.rocksforkids.com>

Understanding Earthquakes - <http://www.crustal.ucsb.edu/ics/understanding>

Welcome to the Planets - <http://pds.jpl.nasa.gov/planets>

600s Technology (Applied Sciences)

Alice! - <http://www.goaskalice.columbia.edu>

Basics of Space Flight - <http://www.jpl.nasa.gov/basics>

Care for Pets - <http://www.avma.org/care4pets>

800s Literary and Rhetoric

Spark Notes - <http://www.sparknotes.com>

Poetry Express - <http://www.poetryexpress.org>

The Academy of American Poets - <http://www.poets.org>

900's

Ancient Civilizations

Ancient Aztecs <http://library.thinkquest.org/27981/index.html>

A Think Quest (student created) site introduces daily life, technology, culture, religion, and the Spanish conquest of this ancient culture of Mexico.

Ancient Egypt <http://www.ancientegypt.co.uk/menu.html>

The British Museum has created a website dealing with many areas of study of Ancient Egypt, such as Egyptian life, geography, pyramids, and more.

Aztec calendar <http://www.azteccalendar.com>

A detailed explanation of the Aztec calendars, with a focus on the sacred calendar and its importance in Aztec life.

Daily Life in Ancient Civilizations <http://members.aol.com/Donnclass/indexlife.html>

Basic information and extensive links to the ancient civilizations of Egypt, Greece, Rome, India, and China, with an additional section on Early Man, geared for elementary students.

Exploring Ancient World Cultures <http://eawc.evansville.edu>

Information and links to related sites on ancient cultures of China, India, Greece, Early Islam, and more, aimed at older students.

Ice Treasures of the Inca <http://www.nationalgeographic.com/features/96/mummy>

An interactive recreation of the real expedition that discovered the frozen mummies.

Mystery of the Maya <http://www.civilization.ca/civil/maya/mmc01eng.html>

Content rich and well organized information on Mayan civilization including religion, society, writing, and timeline.

Mummies of Ancient Egypt <http://www.si.umich.edu/CHICO/mummy>

Learn all about mummies and the afterlife, including a key to Hieroglyphs, a timeline, and glossary.

California

California as We Saw It: Exploring the California Gold Rush <http://www.library.ca.gov/goldrush>

The California State Library presents an informative exhibit on this period of state history.

California Missions <http://www.californiamissions.com>

Features 2 histories for each of the 21 missions.

California Mission Directory www.ca-missions.org/contact.html

Information on every mission, with additional links to ranchos, adobes, and more.

The First Californians http://www.californiahistory.net/Native_1.htm

Learn about the diverse groups of California Indians located throughout the state, sponsored by the California Historical Society.

Gold Rush! California's Untold Stories <http://www.museumca.org/goldrush.html>

A virtual tour of the Oakland museum exhibit on the gold rush with interesting information, photographs, information on the Native Americans and immigrants, and art of the gold rush.

Community & Culture

Culture Quest: World Tour <http://www.ipl.org/div/kidspace/cquest>

Join Olivia Owl & Parsifal Penguin on their worldwide tour! Full of arts, crafts, and history, hear the folktales and learn about the holidays & festivals of many of the world's cultures.

Holidays around the World for K-12 <http://falcon.jmu.edu/%7Eramseyil/holidays.htm>

Traditions, activities, history, and holiday crafts are offered for over 15 major holidays.

Kids Next Door <http://www.hud.gov/kids/index.html>

Kids can learn more about community service workers and organizations, volunteerism, homelessness, and being good citizens.

Geography

Test Your Geography Knowledge <http://www.lizardpoint.com/fun/geoquiz>

Learn the states, continents, and oceans with interactive quizzes.

U.S. History

13 Originals: Founding the American Colonies <http://www.timepage.org/spl/13colony.html>

Overview of the original thirteen colonies, numerous maps, and related links to more resources.

America's Story <http://www.americaslibrary.gov/cgi-bin/page.cgi>

Appealing site all about our nation's history from the Library of Congress. Select "Jump Back in Time" to study a particular time period.

Discovering Lewis and Clark www.lewis-clark.org

Includes a synopsis of the expedition, as well as maps, journal selections, photos, animation, and sound by a history professor.

Fifty States <http://www.50states.com>

For each of the 50 states there is a blank map and lots of basic information.

The History Explorer <http://www.history.org/Almanack/almanack.cfm>

The History Explorer at Colonial Williamsburg introduces you to the people, places, and life of colonial America.

The Overland Trail <http://www.over-land.com>

Follow the trail's route and other significant trails west. Learn about the people and places along the way.

This Day in History <http://www.historychannel.com/thisday>

Find out what happened this day in US history, or on your birthday, from the History channel.

Today in History <http://lcweb2.loc.gov/ammem/today/today.html>

Offered by American Memory and the Library of Congress.

920s Biographies

[Biographical Dictionary - http://www.s9.com/biography](http://www.s9.com/biography)

Covers more than 28,000 biographies of men and women that helped shape our world.

[Infoplease Biography - http://www.infoplease.com/people.html](http://www.infoplease.com/people.html)

You can search biographies by category or do a keyword search. There are more than 30,000 biographies in their almanacs, dictionary, and encyclopedia

