



Library Letters

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New Year, New Format

I thought I'd try something new this year—something about variety being the spice of life.

In effort to promote Free Voluntary Reading (FVR) more extensively this year, I will be sending out a weekly “book of the week” flyer. Feel free to print these and post them in your rooms.

I also plan to send you a “website of the week”—a link to a website that I use with class, is currently part of the library website or simply one that I think might be useful for students (or teachers, even!).

Look for these two features starting next Monday,

Monthly Drawing for Prizes

Students can enter to win a monthly drawing at the TEC Library. All they need to do is check out a fiction book with an orange strip, put in their full name and school, and put it in our “official” box. The drawing will take place at the end of the month. Prizes will vary but will likely include gift cards to Barnes and Noble, thumb drives and other such loot. Let students know!

Any underlined red items below are links

Know your Library!

Across the board, research done at state and federal levels has repeatedly demonstrated the benefits of strong, supported school libraries: from better grades and higher test scores to computer and reading literacy.*

Click the link below and listen to what UW School of Library and Information Science Dean, Mike Eisenberg says about libraries and librarians.**

Then, take a look at the various services offered by your TEC Library.

*U.S. National Commission on Libraries and Information Science

**www.fundourfuturewashington.org

[Mike Eisenberg on Libraries](#)

[Library Services](#)

[Library Brochure](#)

Seven Tips to Navigating the TEC Library—for Teachers and Students

Library Tip #1:

Scheduling time to bring classes to the library is easy and it only takes a few minutes:

1. Pick-up a scheduling form in the library OR use the [on-line form](#) sent to you
2. Fill out the form as indicated. Please feel free to conference or collaborate with your librarian.
3. Return form (only when form is returned is your request scheduled).
4. Check calendar through sent link to confirm scheduling request.

Library Tip #2:

If you scheduled a date or time that you no longer require, or if you think you will be more than 15 minutes late, PLEASE **e-mail or call the library to cancel or make special arrangements**. Otherwise, your time may be “recycled” to accommodate other classes.

Library Tip #3:

Remember: Students MUST have a note from a teacher to visit the library during class time. Students without a note, **or** who have a note but fail to sign in will be sent back to class. Student must have a stated task/purpose for visiting the library. A time limit is also highly recommended.

Library Tip #4:

It is advised that teachers not schedule time in the library during an absence. Please make arrangements with the teacher-librarian if this is unavoidable.

Library Tip #5:

Laptops are available for check-out and use *in the library ONLY*. Students must have a student or picture ID to check one out, and it must be returned before leaving.

Library Tip #6:

Food, beverages, cell phones and certain electronic equipment is **not allowed** in the library. If discovered, students with such items either will be required to relinquish them until they exit the library, or they will lose their privilege to remain in the library, depending on each situation.

P.S. It would be appreciated if teachers and staff modeled these behaviors as well.

Library Tip #7:

Students can check out materials from the library ONLY if they have a student ID or another form of PICTURE ID (driver's license, passport).

TEACHERS and STAFF: Avoid checking out books in your name and then loaning them to students. It can result in the teacher paying for them at the end of the year.