

# **COOL TOOL-Library**

**UNIVERSAL EXPECTATION: Be respectful. Be responsible. Be ready to learn.**

## **SETTING EXPECTATIONS:**

- I can use a whisper voice.
- I can use walking feet.
- I can keep my hands and feet to myself.
- I can use the spotter sticks to mark my spot on the shelf so I can return the book to the same spot.
- I will have my books checked out by my classroom teacher, librarian, or IMC Club member.
- I will return all library books in one week.
- I can return all library books to the book return bin in the lab.
- I will return all overdue library books before checking out more books.
- I can throw away any scrap paper and pick up all pencils found in the library.
- I will leave the library clean and neat when I leave.
- I will return all chairs to their spots before leaving the library.
- I will push in my chair when leaving the tables.
- I will put unwanted books and books I find on the floor in the book return bin located in the lab.

**4K- Teachers check out books for classroom use.**

**5K- Students may check out one book from the ‘Easy’ Section (wooden book bins).**

**1st thru 3rd graders may check out 2 books.**

**4th/5th graders may check out 3 books.**

**Books are due back one week after checkout.**

**TEACHER EXPECTATIONS: Model the setting expectation behaviors. Stand at appropriate places in order to monitor behavior. Inform parents of overdue library books. Limit checkouts to students that have all their books returned.**

**NAME OF THE SKILL/SETTING: Library cue “Library Manners”**

**PURPOSE OF THE LESSON/WHY IT’S IMPORTANT: Maintain an environment that is safe and orderly. Demonstrate respect toward library and books by acting responsibly.**

## **TEACHING EXAMPLES:**

1. **Another student runs to you to talk about an exciting book.**
2. **A student places an unwanted book back on the wrong shelf. (Remind students to return all unwanted books to the book return bin located in the lab)**

## **KID ACTIVITIES/ROLE-PLAYS:**

1. **Before students start to check out books tell them about library checkout policies.**

2. Show them how to search for and find books in the library.
3. Praise verbally and reinforce with your behavior incentive.

#### **FOLLOW UP/REINFORCEMENT ACTIVITIES:**

1. Practice entering the library silently from both entrances.
2. Direct students to go to the carpet in front of the circulation desk for any directions you may have.
3. Practice non-verbal gestures.
4. Direct students to attend to nonverbal gestures from teacher.
5. Discuss the importance of being safe & quiet in the library.
6. Practice correct procedures for searching for a “just right” book.
7. Discuss the fiction and non-fiction sections of the library.
8. Discuss how books organized by call number.
9. Practice using sticks as a placeholder when removing books from the shelves.
10. Discuss checking out books.
11. Discuss when books are due.
12. Direct students to where the book return bin is located.
13. Discuss overdue library books. (All overdue books must be returned before student may check out any additional books. )
14. Practice straightening the library and shelves before your class departs. (All books should be pulled forward and spines lined up to the front of the shelves.)
15. Practice recycling any scrap paper found on the floor.
16. Practice returning all chairs to their spots.
17. Practice returning any unwanted books to the book return bin located in the lab.
18. Practice holding books with two hands (hugging them like you love them).
19. Practice silent straight single-file line leaving personal space when exiting library.
20. Discuss treatment of books when at school and home. (no food or drink, keep away from younger siblings, store them in your backpack or other safe place).

Teachers can access the Jefferson Library Policies here: <http://goo.gl/NCnpNx>