

Arcata High School Library Policies and Information for Teachers

We are an instructional library that offers accurate and reliable information resources to support current information literacy and technology standards. Library staff directly supports and collaborates with teaching faculty and also promotes recreational reading, creating, and learning for all students. The library aims to include diverse materials that equitably represent Black, Indigenous, Asian, Pacific Islander, Middle Eastern, Latinx, Hispanic, Mixed, LGBTQ+, people with disabilities, intersectional perspectives and voices. We strive to be a welcoming space for all students and staff. We are open to suggestions for improvement. We directly support the school student learning outcomes that all students will be Responsible and Respectful; Independent and Collaborative Learners; Seekers of Knowledge; Engaged and Effective Communicators.

Library Lobby Reservations Calendar	<ul style="list-style-type: none"> ★ Please use the reservation form. Check the calendar first for availability. ★ Reserve no more than 3 days in a row (exception made for information literacy projects discussed with library staff). ★ Library staff should be notified of cancellations as soon as possible. ★ If you do not use the space on the first day and DO NOT NOTIFY US, reservations will be canceled. ★ Wait for an email confirmation. Check the calendar the morning of your reservation.
Chromebooks & Printing	<ul style="list-style-type: none"> ★ Teachers should review the AUP contract with students. ★ Students may only have one chromebook checked out to them. If they forget their chromebook for the day, each classroom has extras available for their use. If they have any issues with chromebooks or charging cords, students should complete a tech work order as found on the school website. ★ Students must print responsibly (only what is required for class). Color Printing is NOT available for students.
Textbook Checkout/in	Use the Library Teacher Resource Webpage and then complete the Textbook Request Form at least 24hrs before needed. Textbook Calendar Link . Follow Textbook Distribution Procedures .
Sending a student	<p>All students MUST have a pass from class, even just to print AHS Student Policies</p> <p>Please do NOT send students to the library when</p> <ul style="list-style-type: none"> ★ they are not feeling well. Send unwell students to the office/nurse. ★ they are misbehaving. Send students who need reminders of norms to the office. ★ they are bored and just want to leave the classroom. ;) <p>Please do send students who</p> <ul style="list-style-type: none"> ★ want to study quietly. ★ need to find a good book to read. ★ want to print an assignment. ★ need support for writing, tech, or research assignments.
Sending a group	<ul style="list-style-type: none"> ★ Small groups (2-5 students) can be sent to the library with a pass if the library is not occupied by another class. ★ Larger groups should be accompanied by the whole class and teacher.
Supervision	Teachers are required to supervise their classes in the library. Monitoring student computer and Internet use is part of teacher supervision.
Substitutes	Do not schedule library use with a substitute without checking with J. Berube first.
Library Hours	M 8:00-2:55pm T-F 8:00-3:40pm
Materials for Teacher Use	Teachers may check out books for extended periods of time for classroom and personal use. There is no deadline on checkout unless the material is requested by another patron. All materials are collected at the end of the school year for inventory purposes.
E-Resources Links to E-Resources are available on the Library Student Resources	<ul style="list-style-type: none"> ★ Library Catalog Search for books and other materials online! Databases are paid for by the school for student use and need a log-in. Click on this link for login information for off-campus. Log into your school gmail to access the link. ★ Britannica School: Multidiscipline resource with access to content in various forms (articles, images, videos, audio clips, primary sources, maps, research tools, etc.). Escolar: Accurate content in Spanish. ★ ProQuest Periodicals: newspapers, magazines, scholarly articles, and reference materials. ★ NoodleTools Bibliography, works cited, annotations, and note taking assistance.

Library Staff:	Services to Teachers:
Polly Beissert Library Clerk x24023	Textbook: Check-in/out requests: processing and repairing Library: Check in/out materials: book repair Lobby: Reservations; During drop-in times - assist in monitoring students Hours: 8am-2:20pm
Jennifer Berube LMT x24023 District Eval Form	Collaborate on units involving information literacy, research, technology and reading promotion. Reserve and research library resources for units Provide reference assistance Instruct students in research and tech skills Support staff use of instructional tech Peer Tutoring Coordinator Develop the library collection in curricular areas. AHS Collection Development Policy