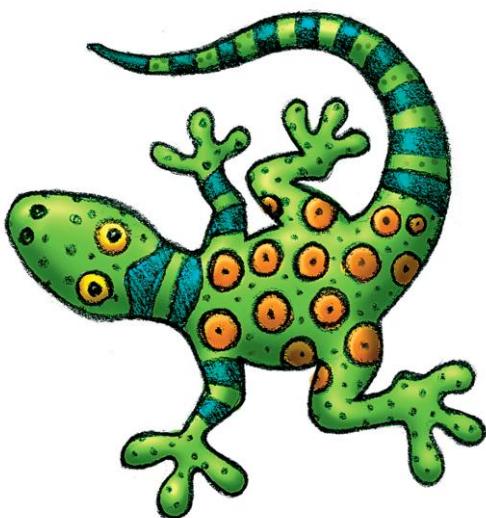


# **volunteering in the Library @ Great Oaks**



First of all, thank you so much for coming to volunteer. Without our volunteers, we are not able to service our patrons nearly as well. So you help us tremendously!

To help you in understanding how you can best help us, here are some tips.

The most important thing that you can help with is checking out to students. If you help with shelving, please be aware of students going to check out. If they are waiting at the check out desk while you are shelving and no one else is available to check out, we really appreciate if you can go to the check out desk to help that child.

If there are no children checking out, please feel free to come in and shelve books. But we welcome you to sit at the check out desk to help students check out.

#### **Volunteer Duties:**

**1. Checking out to students**

**2. Checking in books**

**3. Shelving books**

- a. Once you check in the books, you can place them on one of the 3 book carts. They are organized by Fiction, Nonfiction, and Everybody. In other words, one cart has **fiction**, one cart has **nonfiction**, and one cart has **nonfiction**.
- b. Before you shelve the books, it helps to put the books in **number** order for **Nonfiction**, and alphabetical order for Everybody and Fiction. The books are organized by sections. So books with an **E** on the spine go in the **Everybody** section which is closest to the check out desk and books with **F** go in the **Fiction** section, the one on the far wall by the Bluebonnet Book Display. And the **Nonfiction** books have **numbers** and are organized by numbers first and then letters the first 3 letters of the author's last name.
- c. The Fiction & Everybody books are organized by **the first 3 letters of the authors last name**. So when you put them on the shelf, make sure to use the first 3 letters underneath the F or the E. Please do not put them on the E shelf or the F shelf. Thank you so much.

**4. And much more if you are interested...**

## **Policies on Check out**

1. Kinder gets to check out one book at a time.
2. 1<sup>st</sup> grade can check out 2 books.
  - a. Only Everybody books in the fall
  - b. Nonfiction books in the spring
3. 2<sup>nd</sup> grade can check out 2 books and 1 magazine
4. 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> grades can check out:
  - a. 2 books & 1 magazine OR
  - b. 1 book, 1 audiobook/playaway & 1 magazine
5. Parents can check out 5 books at a time
6. 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> graders may place 1 hold at a time on a book

## **Playaways**

1. Students must have a permission form. Under notes it will tell you if they have playaway access
2. Playaways must be returned with headphones and book. Please check to see if headphones are returned along with the “box”.
3. Also, before a child checks one out make sure to check that the headphones are in the case.

## **Placing Holds**

1. If we do not have a book on the shelf, the student can put a book on hold.
2. Give the “Holds Form” to the student and tell them to fill it out completely.
3. Then you can make a stack for Clarissa or Susan to put in the system. If you feel comfortable with putting them in, we will be happy to show you how to do it when we can.

## **Picking up Holds**

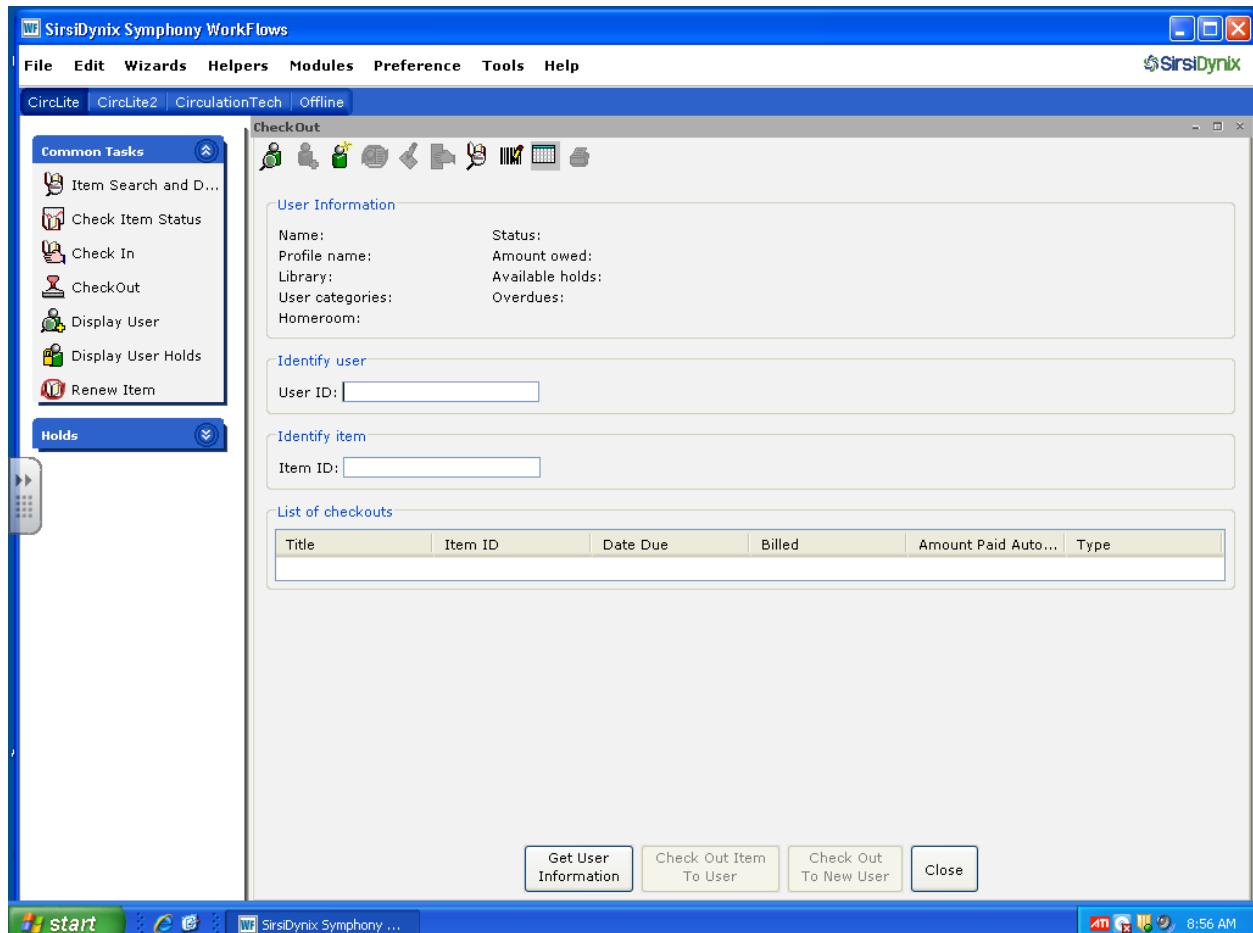
1. When a student comes to check out the book that they have on hold, they are located on the top shelf behind the checkout desk. They will have a yellow slip of paper in it with the child’s name. Make sure the name on the form matches with the child.
2. The student must scan their card and then the book to check it out.
3. The books are not checked out. So if a child leaves without checking out the book, it will get lost.

## Student I.D. Cards

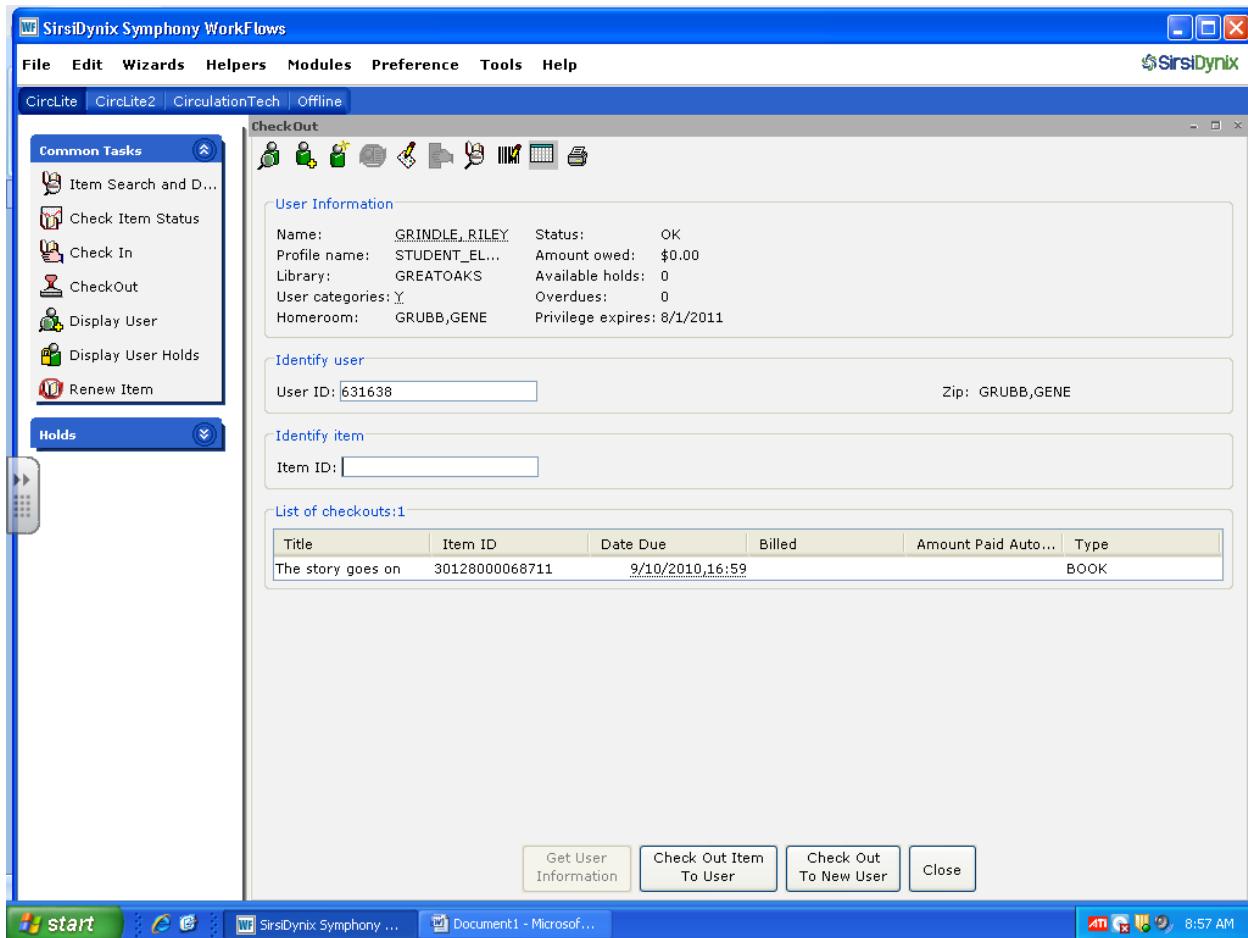
1. Students must have an I.D. card to check out and it must scan.
2. If they **do not** have a card they CANNOT check out.
3. Students cannot check out more than 2 books. So please make sure to notice how many books a child has checked out on the screen before checking out any more books.

## To check out:

1. Select under “Common Tasks” the word “CheckOut”.
2. The student scans their card. Make sure it is that child’s card by asking if that is them.
3. Then have the students scan the books they are checking out. Make sure the book shows up in the window under “Lists of Checkouts” at the bottom of the screen.
4. Also remind them of the **due date** so they are sure to bring it in on time.



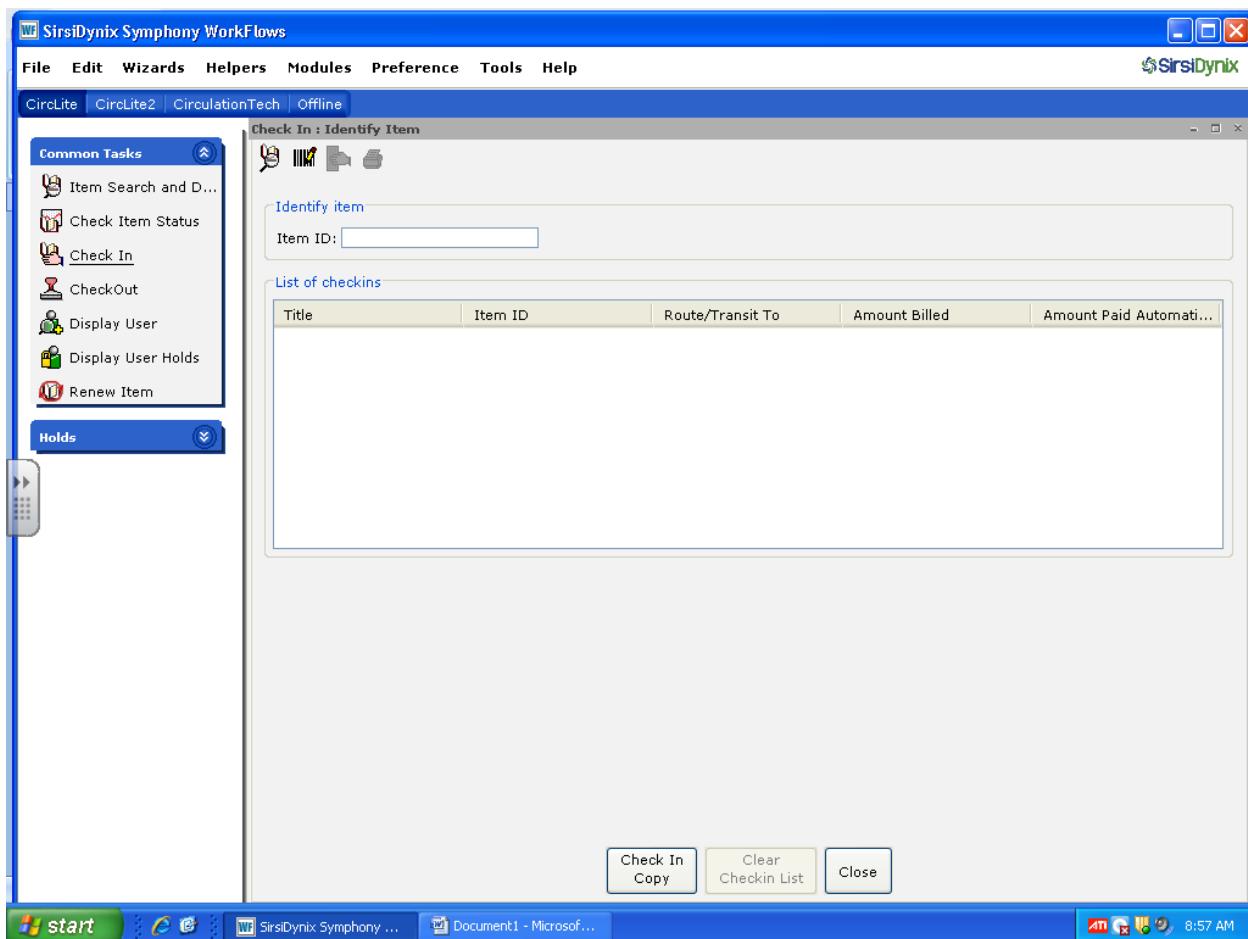
This is what it looks like when a child has scanned his/her name and a book.



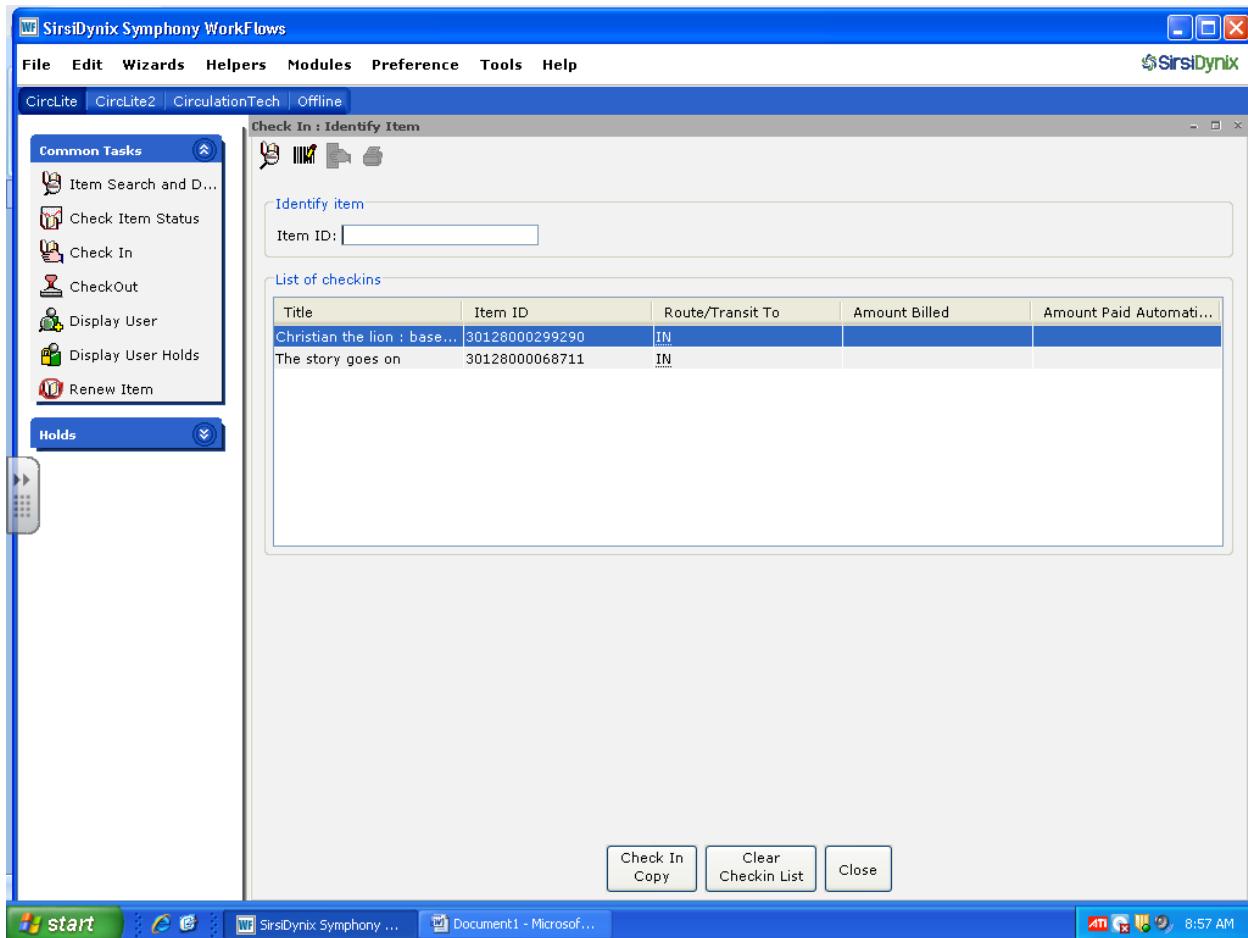
**To check in books:**

Once students return books, go to the check in screen. You may have to close the screen you were previously on.

1. Select under “Common Tasks” the words “Check In”.
2. Begin scanning the books and make sure they appear on the screen.

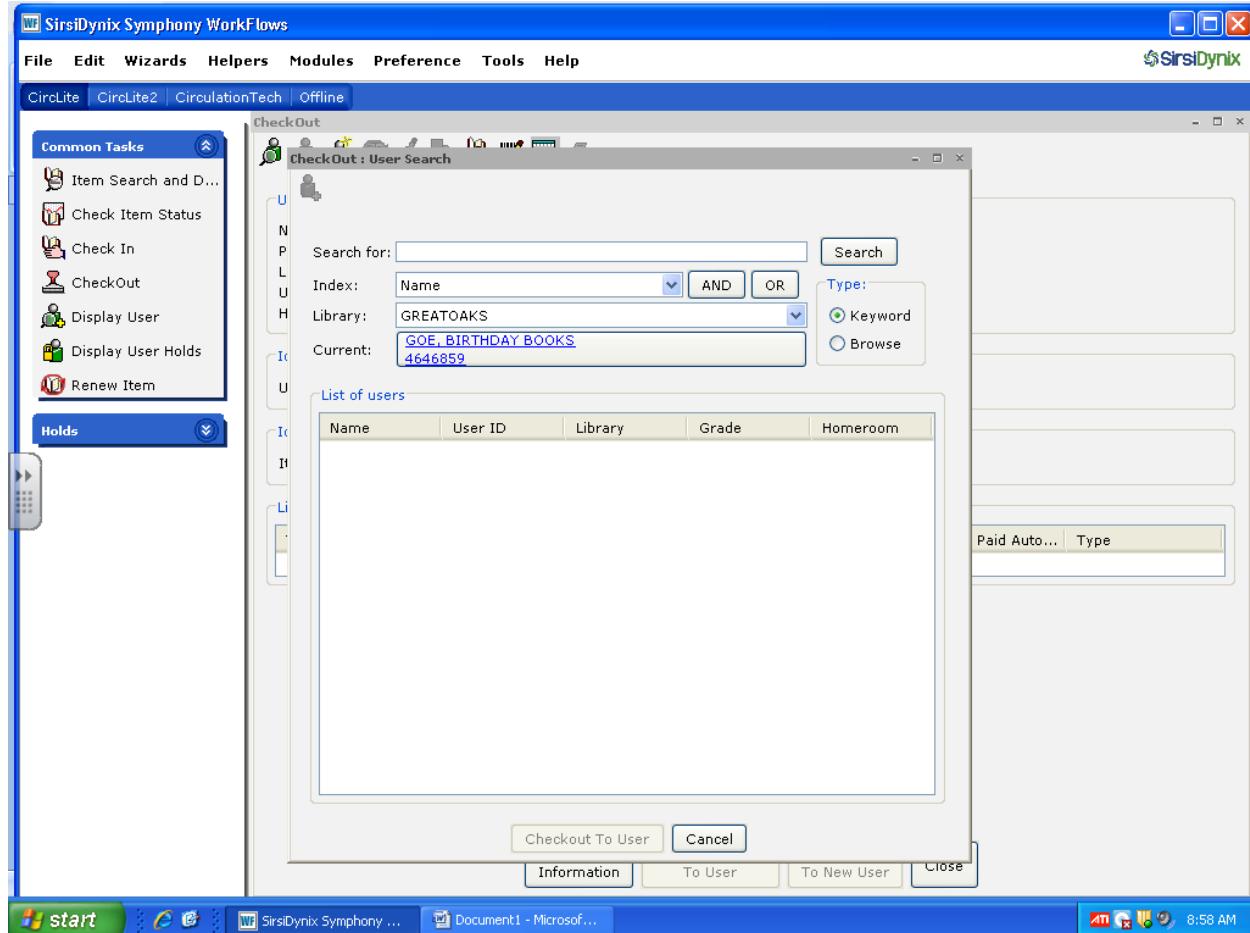


This is what it looks like when the books are scanned in.



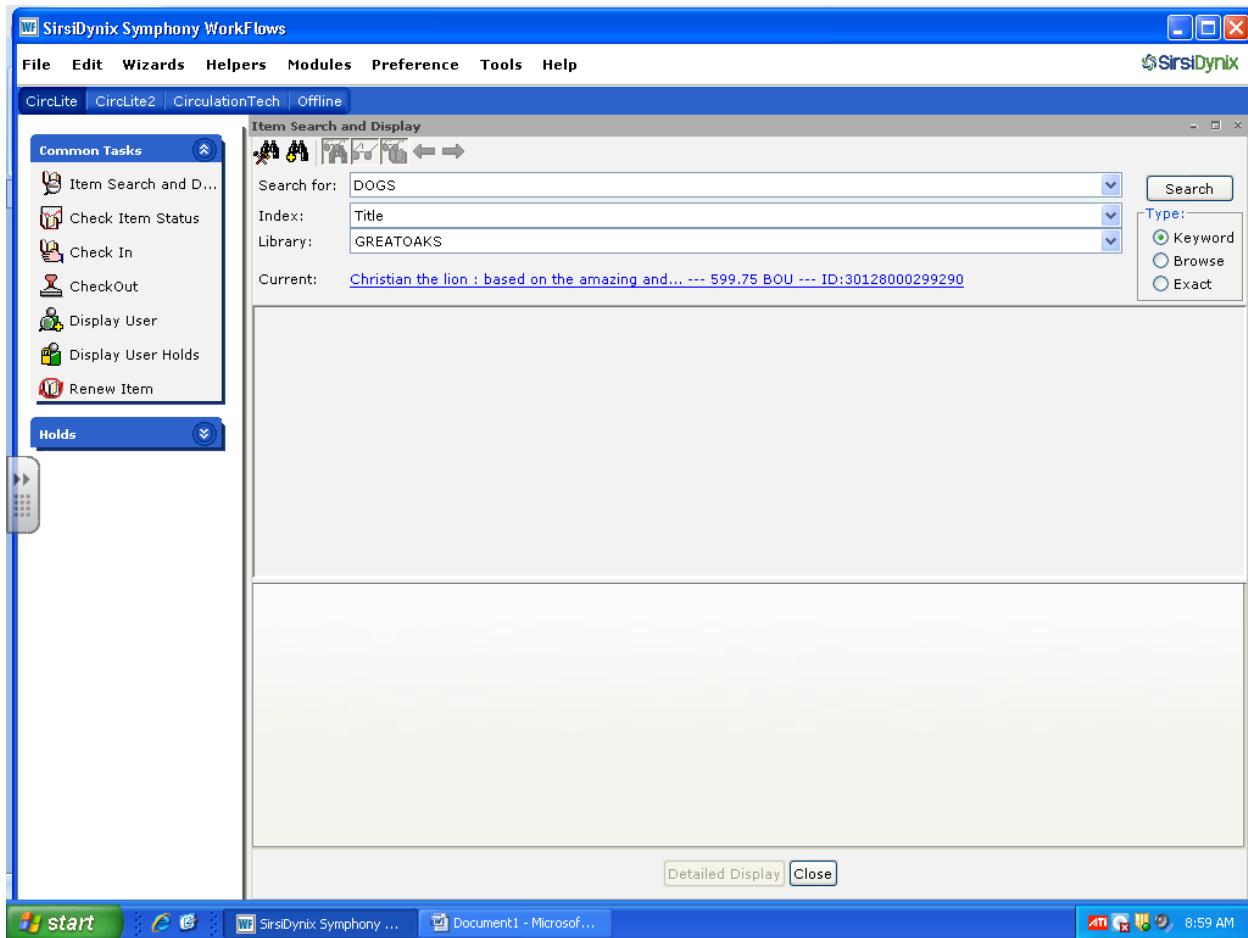
To look up someone's name, like a teacher to check out or just to see how many items someone has checked out:

1. Select the green icon with the magnifying glass and then you can look up a person's name
2. This 2<sup>nd</sup> box will pop up on top and then select search and a list of names will come up. Then you can choose that person's name to look at his/her record.



## To look up a book:

1. Select in the “Common Tasks” box, “Item Search and Display”
2. Then Type in the “Search for:” box the subject or title or author
3. Then select “Search” to the right
4. To look at a detailed display of a book, select the book you are interested in and then select the “Detailed Display” box at the bottom. It will tell you the call number, title, cost and even who it is checked out to.



If a child has a book on hold, this is what the screen will look like. And if the book is available for the child to pick up, it will say, This book is available.

