Welcome to the Calvary Episcopal School Library!

Volunteers are a vital part of our library program. The service you provide in care and upkeep of our library allows our librarians to devote their attention to our children and provide a variety of rich educational experiences for them. Without our volunteers, many of the amazing programs that enrich the lives of our children would not be possible. Library volunteers maintain many of the exciting programs that our Calvary Crusaders talk about all the time!

The following information is provided for our volunteers. We encourage you to ask questions about our program and the tasks that you will be performing. When working in the library, our volunteers are requested to adhere to the Calvary guidelines that have been established for all volunteers working in our school.

The library is not only an educational classroom, but it is also a sacred space where we build relationships and serve as Christ called us to serve as we teach our children within the structure of our Christian school. In many ways, you serve not only as a volunteer, but as a mentor. Endless opportunities abound in the library where we as volunteers serve as role models. We model our passion for learning, our excitement about reading, and our love for Christ. Please remember that little eyes and little ears are ALWAYS right there watching and listening.

The Calvary Library is an exciting place where incredible things are ordinary. We rejoice in our calling to minister and reach our children and share the wonderful world of literature with them. Our library is certainly not the library of “old” where pursed lips and “Shhhhhhhh” abound. We want to instill such a love of learning in our children that we find them all over the place with a book in their hands!

We welcome you and invite you to join us as a Calvary Library Volunteer!
GENERAL INFORMATION

VOLUNTEER SCHEDULE: Volunteers will be scheduled to work in the library to help provide opportunities all week for students and teachers to use the library. Please sign up on our master schedule so that we can fully staff our library with volunteers for the entire week. Many volunteers can serve at the same time as we always have plenty to do! Please contact the Volunteer Coordinators for more information.

JOB ASSIGNMENTS: There are a multitude of things to be done in our very busy library. We have programs that require multiple volunteers and some tasks that have one dedicated volunteer. Please know that everyone has a talent to offer that is surely needed. Some of these things include:

- Assisting with checking in and out library materials.
- Shelving library materials. As you return books, please straighten shelves as needed. Pay special attention to the spine labels such as E, FIC, and the Dewey numbers. (See separate procedure on shelving books in the Calvary library). When in doubt please ask rather than file books incorrectly.
- Help process new books. This involves checking the books against the invoice list, stamping the school name inside the book, attaching labels such as, Bluebonnet, holiday, and AR.
- Preparing Big 6 Research folders and other materials needed by teachers.
- Creating library games, puppets or other fun activities.
- Helping with book fairs or author visits.
- Maintaining AR Reward programs and other reading programs for our students.
- Volunteering in one of our other programs, like our Library Mentoring Program or Birthday Books.
- And most importantly, creating a wonderful, special place for our children!
WHAT TO DO
WHEN YOU DON’T KNOW WHAT TO DO LIST

- Shelve books. This ALWAYS needs to be done – by everyone.
- Ask if any Big 6 Folders are needed by any teacher.
- Ask the librarians if they need you do anything.
- Pick a shelf, any shelf, and straighten it. Check shelving placements.
- The *Everyone* section frequently needs attention. Little ones often “help” by re-shelving the books for us! And, if you are really feeling like getting things perfect, go to a non-fiction shelf and make sure it is in proper number order!

GENERAL GUIDELINES

- Our first priority is assisting the children in using the library and finding selections.

- If you have a question or concern, please discuss it with the library staff so we may respond.

- If you need to visit with a teacher, please schedule a mutually acceptable appointment instead of trying to discuss your child during library time.

- Please keep conversation to a quiet whisper when the librarians are teaching.

- Maintain all confidentiality guidelines as explained in the *Calvary Volunteer Handbook*.

- Follow all campus rules and regulations as outlined in *Parent Student Handbook*.

- Remember to have FUN!

**DRESS CODE:** Our dress code is the same as that of any volunteer assisting Calvary Elementary School. If you question whether or not something is appropriate for the school environment, follow your intuition and wear something else.
Let's talk about...

CONFIDENTIALITY

In many ways, parent volunteers serve as “quasi-staff.” They are given access to and see many things involving our students and staff. In your service as a volunteer, you may read and hear information about students that is confidential. Maintaining confidentiality is a vital part of your volunteer relationship with our students, faculty, staff, and families.

Confidential information comes from many different places, such as classroom or library information, awards, honors, attendance information, financial information, health or personal/family information, grades, achievements, reading levels, book selections, A.R. tests, lunchroom activities, behavior information, field trips, class parties, and the list goes on and on. There may be times a staff person may need to share confidential information with you, or a student may tell you something in confidence. You may hear conversations between students and teachers, students and students, or between staff members.

All of these things are confidential. Both the students and staff have the right to expect that nothing that happens to or about them will be repeated outside of the school to anyone. It is our expectation that volunteers will never share confidential information about a student or staff member with others.

Parents, friends, community members may, in good faith, ask you questions about the progress or problems of a student or something that happened on campus, knowing you are a volunteer. Please do not share information about a child or staff member without permission, as this violates the trust placed in you that you will maintain confidentiality. Please direct these questions to the appropriate staff member, teacher or administrator.

When we operate in a climate of trust, building meaningful relationships and maintaining a productive environment for our students and staff is easy. Maintaining the confidentiality of our children, staff and families is an important part of that relationship and vital to fulfilling our goal of serving with a heart like Christ.

If you have any questions about what is confidential, please direct these to the librarian or an administrator. We sincerely thank you in advance for your support in keeping Calvary a safe place where all are respected and treated with grace.

Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.

Ephesians 4:29
SHELVING LIBRARY MATERIALS

After library materials have been checked in, they are to be shelved in the appropriate areas. Please visibly scan the shelves as you are shelving to check for misplaced materials.

Everybody (E) easy fiction, fiction (FIC), and young adult fiction (YA FIC) books are arranged in alphabetical order by the author’s last name and then alphabetically by the title of the books. Nonfiction books are arranged according to the Dewey Decimal System (Numerical order) and then by the author’s last name. (Example: 363.72 SEL should be shelved before 363.72 WHI.)

Some books and materials will have special media designations on the top line of the call number. These designations will help you shelve the materials in the proper locations. Some sections have clear, colored labels across the spine labels such as young adult fiction (red), early chapter readers (green), Newbery and Caldecott books (yellow), and reference (orange) to make shelving and check out easier.

E Everyboby
FIC Fiction
YA FIC Young Adult Fiction
B Biographies
REF Reference
000-999 Non fiction
TIPS FOR INTERACTING WITH THE STUDENTS

1. SMILE! Say “Hi!!”

2. Don’t wait until a child asks for help. Approach them!

3. Make eye contact.

4. Ask them about their purpose for being in the library or the books they have selected.

5. If children are not staying on task, suggest the following:
   - May I help you find a good book?
   - Are you researching something specific?
   - Let’s use quiet voices in the library.
   - You will work better if you sit where you won’t be distracted.

6. Celebrate them! Examples of positive reinforcement:
   - You are doing a nice job working/reading quietly.
   - Thank you for pushing in your chair.
   - It’s nice to see you are helping each other.
   - You’re doing a nice job of waiting your turn.

Our Mission:

The goal is for children to have a positive experience in the library. This is where “YES!” happens. The library is the place to foster a love of reading. This is the arena where our little learners can exercise choice with as little interference as possible. We are available for guidance in their materials selection, but we should never negate what they have chosen.

We subscribe to “The Three Bears” philosophy when it comes to pleasure reading: sometimes the student feels like reading a book that is “TOO HARD” because he or she is fascinated by the subject, and it feels good to have a “big kid” book about what he or she is interested in. Sometimes the student feels like reading a book that is “too easy” because a little relaxation is needed after stretching the brain muscle all day. And sometimes the student needs a book that is “just right” for reading practice or for research.

“A library should be like a pair of open arms.”

Roger Rosenblatt