

Volunteer Procedures

1. Arrive 10 minutes prior to library time and collect book bins from teachers. If possible check those books in before the class arrives.
2. Sign the volunteer log.
3. Read a story Grades K-4. Teachers will decide if they want the parent to choose a book or if the teacher will provide a book.
4. While one volunteer is reading a story, the other can be re-shelving returned books.
5. Allow the children to check books out. K-2 Limit is **one book** and 3-5 Limit is **two books**. Follow instructions posted on the wall.
6. If a child forgot their book(s) print two overdue notices. One copy goes home and one copy should be filed in the **Overdue Notice binder** by class.
7. When the class leaves, please take the time to neaten the shelves and vacuum if necessary, especially if you are the last class of the day. The vacuum is now located in the storage room.
8. If you volunteer in 4th and 5th grade classes, the students may be participating in the MCBA (Massachusetts Children's Book Award) program. If students have completed a book, they should check it off in the MCBA binder to keep track of their progress. **MCBA books should only be checked out by 4th and 5th graders until the voting occurs.**
9. There will be a new section of the library for teachers only called The Seven Traits of Writing. Books will be marked PROF (vs. FIC, BIO, E, etc.). Please remind the children that these are for **teacher's only**.