

Vine Middle Magnet School Library
Ashley Brown

TRAINING ON ELECTRONIC PLATFORMS

- To preserve access to reading materials whether on campus or virtual, I will train all students to use electronic books.
- Library Orientation, e-books training, and OPAC (library catalog) training will be held in person through ELA classes so that each student is trained on library policies and expectations.

BOOK CIRCULATION POLICIES

- Books will circulate for 2 weeks per checkout for students.
- Students can select 2 books at a time.
- Students will receive overdue notices to prompt them to return books, but no overdue fines will be charged. Lost books will be charged at the replacement cost.
- Staff have no book or time limits on checkouts.

IN-PERSON LIBRARY USAGE

- Please send individual students or small groups to the library with a note or call ahead to make sure I don't have a class. Please send no more than 3 students from a class at a time. If you'd like to send a larger group of students to work, please call or email me. If the library gets too crowded to maintain supervision, be aware that I may need to send students back to class and ask them to try coming at another time.
- If you'd like to bring your entire class to the library, please contact me so that I can reserve a time for your classes. [Here is a link to the library schedule.](#)
- I'd love to collaborate with you! I've taught many classes across a wide variety of subjects and topics. Please let me know especially if your students need instruction on research, website evaluation, finding sources of information, learning to use databases and other electronic resources, digital citizenship, and literature or literacy.
- Makerspace is available for all students. Because students are on electronics all day, I maintain a "low-tech" Makerspace with items such as Lego and K'Nex blocks, puzzles & games, a dry erase table, origami and origami instructional books, art supplies, etc.

CHROMEBOOKS

- Teachers can send students to the library to receive a loaner chromebook AFTER they put a ticket in IIQ.
- I will give the student a replacement and send them back to class. If students come to the library and I am not there, you can direct them to leave their broken Chromebook on the circulation desk and I will make sure they receive a loaner as soon as possible.