



2016-2017

EISENHOWER MIDDLE SCHOOL LIBRARY
STUDENT HANDBOOK

Library Hours: 8:00-3:15 Monday, Wednesday
8:00-3:00 Tuesday, Thursday
8:00-1:45 Friday

The library may be closed before school, during the day, or afterschool due to meetings, testing, etc.

Circulation Desk: 425.385.7624

Miss Ruotsala, Teacher-Librarian
Hours 7:45-3:15
Office Phone: 425.385.7625

Mrs. Estabrook, Paraprofessional
Hours 7:45-12:15
Phone: 425.385.7623

Eisenhower Middle School Library

Student Information and Procedures

Eisenhower Middle School Library offers the school community a quiet and safe place to study, read, and locate information on a variety of topics. Students are welcome to use the library and all the equipment/materials before and after school, and as needed during class time. They are expected to Live the Code at all times while in the library.



Eisenhower Middle School Library Expectations

Be Safe	Be Respectful	Be Responsible
Enter and exit calmly	Listen and use inside voices	Have a purpose while in the library
Enter and exit through the single door	Raise hand before speaking out loud to class	Bring your ASB/ID card every time you visit the library
Walk at all times	Knees and nose towards speaker	Bring all materials needed with you
Keep hand/feet/objects to self	Use encouraging/kind words	Return materials before due date
Use materials and equipment appropriately	Be helpful to others	Return materials to appropriate place
One person to a chair	Gum free zone	Tidy up and push in chairs
		Stay in assigned area
		Accept consequences without arguing/complaining

Students will need to enter and exit through the single doors.

Students who enter the library during a class period are required to have a pass and an assignment unless they are with a scheduled class.

It is the students' responsibility to pick up their signed pass and have it signed before leaving the library.

Students leaving the library with a book not properly checked out will be written up and disciplinary measures taken.

Personal electronics are not allowed in the library unless instructed by the teacher or the teacher-librarian.

Computers (there are six computers against the purple wall) will be used to work on assignments for school. They are not to be used for recreation or free choice (games, personal e-mail).

CHECK OUT MATERIALS

TEXTBOOKS

Students have two “pockets” in their Destiny account. One for library materials (barcodes start with the number 3 for library materials) and textbooks (barcodes start with 4ESD). These pockets have different rules (loan periods). Textbooks have three possible loan periods: the entire year, at the semester, or for SpringBoard novels, eight weeks. If a textbook is not returned before the due date, it becomes a LOST book. Lost books are recorded as fines. This fine will go away if the book is returned or the fine is paid. Fines stay on your account from year to year and from school to school.

Textbooks **MUST** be checked in and out by the library staff. Textbook policy must be followed. The textbook policy will be distributed through the third day packets and gone over before any textbooks are checked out. Textbooks have a 180-day loan period. Two classes, Washington State History and World Geography are semester classes. Therefore, the textbooks for these classes will have a loan period of one semester (90 days). You can have up to seven textbooks checked out at one time! Most students have three.

Textbook due dates will be communicated to students over announcements, on the library webpage, over the monitors in the cafeteria, and by teachers.

If you move during the school year, it is your responsibility to return all your textbooks. You will receive a check out form to take around to your teachers, the lunchroom, PE (PE locks), and the library to have the adults verify your grades and whether or not you have any fines. Fines to follow you from school to school and from year to year.

LIBRARY MATERIALS

Two library materials may be checked out at one time.

Do NOT check out materials for anyone other than yourself. All fines on your card are your responsibility.

Materials from library collection may be checked out for 14 days.

Pay very close attention to the directions given for check out and check in. The procedures are VERY different at Eisenhower Middle School. Eisenhower uses RFID security system for library materials. All library materials have an RFID security tag on them that is “read” by the black pad. When checking out and/or returning library materials, the material (book, Playaway, magazine) MUST be placed on the black pad. Returning and checking out library materials require the use of your ASB/Student ID card AND using the black pad.

Materials may not be renewed, however, they may be checked in and then checked out again for the 14-day loan period.

Please do not reshelf books. Place them on the tables; we will reshelf.

Students who remove library materials without check them out properly will have disciplinary action taken by school administrators.

All students must enter and exit the library through the single doors that are marked “Student Entrance” and “Student Exit”.

Beginning on October 10th, students **MUST** have their student id/ASB card with them to check out library materials.

RETURNING MATERIALS

If library materials are not returned within the 14-day loan period, the material will automatically be marked as **lost** and a fine assessed. As soon as the material is returned, the fine will be removed.

There are three textbook loan periods; the entire school year, first semester, or eight weeks for a SpringBoard novel. If textbooks are not returned before the due date, the textbook is automatically marked as **lost** and a fine assessed. As soon as the textbook is returned, the fine will be removed.

Students are expected to return books on time. Your check out privileges will be restricted if you have items that are marked lost from Eisenhower or any other school within the Everett School District. Fines follow you; year to year and from school to school.

Overdue/Lost Notices will be distributed to ELA teachers at the beginning of the month, beginning in October. They will be on yellow paper.

COMING TO THE LIBRARY

Your teacher may send you to the library to finish a test, check out a textbook, check out library materials or return materials. You need to be sure to have your teacher's permission AND A WRITTEN PASS. We accept four (4) students at one time from one teacher per class period. All students' names must be listed on the individual pass. The teacher must sign the pass and make sure that the students have an assignment to complete.

Students who require the assistance from Miss Ruotsala or Mrs. Estabrook may be sent back to class if other classes are in the library. Sometimes it is difficult to help all the individual needs when classes are having instruction. Please remember that Mrs. Estabrook leaves at 12:15. From 12:15 through 3:15 the library is staffed by one person.

ASB/STUDENT ID CARD

Your ASB/ Student Id card function as your library card. As of October 10th, 2016, all students must have their ASB/Student ID card with them to check out materials.

It is important that you figure out a way that works for you, to know where your ASB/Student ID card is at all times. Some examples are: use a lanyard, use a wallet, put it in your pencil pouch, some binders have a special place to keep a card, or punching a hole in in and keeping it attached to a ring in your binder.

Every student receives one copy of their ASB/Student ID card for free. If you have lost yours, you may have another one reprinted for \$2.00. You may go to the office window during your lunch to pay for it.

New students will have their picture taken and a card made for them by Mrs. Michaelson. There is about a two-week turnaround time from a new student enrolling and a card being printed for them. We will allow newly enrolled students to use their ID number until their card is ready.

BOOK CONSIDERATIONS:

We keep a list of books/materials that staff, parents, students and administrators request. Library materials also come from reviews in periodicals and professional journals. Stop by the Circulation Desk if you have a consideration. We will add it to the list.

BOOK HOLDS

At this time, the Eisenhower Middle School library is unable to accommodate books holds.

BOOKS IN A SERIES

By the supply table you will find several white notebooks. These notebooks contain books by genre and books in a series. We are trying to have a genre sticker on the spine of all books in the library. We label: historical fiction, science fiction, fantasy, and realistic fiction. The genre of mystery can be found in all of the above genres.

This handbook is also accessible on the Eisenhower Middle School webpage, under the Student tab and under the Library tab.

