**FAQ: Utilizing the Media Center with a flexible schedule**

1. **How do my students get to check out books?**

There are several ways for your students to check out books:

1. The library is open every morning before the second bell rings. Encourage your students to come then. If your student comes down with a pass, they can stay as long as they need to, otherwise all students are sent back to class 5 minutes before the second bell rings.
2. Send down you students individually or in small groups any time during the day, as long as I am in the media center (whether I am teaching a class or not). You can check my schedule on my website. I will send students back to class who are not able to behave responsibly with minimal supervision in the media center.
3. Sign up in one of the three open sections of the library to bring down your class for a whole-class check out. This will allow you to have a gathering space before and after your students are checked out. It will also alert others that there will be an entire class in the library. ***Please schedule a time when I can be with you and your class the first time you bring your whole class to make sure you all know the proper procedures. After that you can schedule whenever you like to use the library without my help if necessary.***
4. Please try to establish a routine for checking out periodically – (twice a month?) remember that the longer the student keeps a book, the more likely it is to get lost.
5. **How do I sign up?**
   1. Go to the media center website [http://efalconemedia.weebly.com](http://efalconemedia.weebly.com/) - Drop down menu – “Media Center Sign-Up Schedules”
   2. Click on the section you want to reserve.
   3. Make sure you are already logged into Google Apps. Click on the “+Google Calendar” on the lower bottom right of the calendar.
   4. This will bring you into your OWN google calendar. If you sign up here, no one else will see your sign up except you. You have to go over to the left side, and click on the drop down menu beside “other calendars.” Choose the correct calendar, and to make it easier for you, click on the down arrow and choose “display only this calendar”
   5. Insert your name and purpose as the Event name (e.g. Faison – Checkout) and choose your times.
   6. Go back out of your calendars and double check on the Media Center schedule to see if your class time is showing.
6. **What are the procedures for checking out?**
   1. Be familiar with Media Center policies shown on the [Media Center Website](http://efalconemedia.weebly.com/) under “About.” If students have long-term overdues - have them see me.
   2. Be familiar with check-in/check-out procedures. Your students should also be familiar with how to do this for themselves. You can sign up for a class mini-lesson with me. There is one desktop reserved for Checking In books, and two for Checking Out. There are signs by each station that tell you what to do – please read them. I am working on creating a training video that I will put on my website.
   3. The old books must all be checked **in** before the class checks out.
   4. It is a good idea to assign a couple of Leaders to be library helpers – experts in checking in/checking out, putting out library cards, sorting returned books etc. If you send them to me I will train them (schedule a time).
   5. Use library cards supplied for your class for faster check out.
   6. Students must use shelf markers at all times to keep the shelves in order. Books should never be re-shelved if the shelf marker is not on the shelf. There are carts labeled “If You Change Your Mind” for them to put books on that they don’t want.
   7. Please leave the library in the same condition that you found it.
   8. Feel free to sign up at a time I am free and I will help you with your class checkout.
   9. Please remember that our school is depending on you to be a good steward of our assets. We have a lot of beautiful new books in our library, but we lose over one hundred books every year. It used to be a big part of the job of a library assistant to keep after students to return books . We don’t have that help now, and I try to do the best that I can, but you must help by taking responsibility for your own class library use. We don’t have a book budget to replace all these lost books. Please make sure procedures are followed, and follow up with your students and their overdues. Remember that when it’s time to check off your end-of-year list, one of the things you have to sign off on are your student’s missing books. I will be sending you a report on all checkouts and overdue notices you can send home every Friday afternoon.
7. **How do I bring my class in for research?**
   1. Ahead of time - schedule any mini-lessons with me – (e.g. Plagiarism, citing sources, online resources, eWise research methods, how to use technology tools to present final work, etc.)
   2. Sign up on the Media Center calendar (usually for the Collaboration zone, in the “Blue Zone” non-fiction section – the tables can be configured for collaboration.
   3. **There is a cart of 30 laptops available for use in the media center.** Assign a couple of class leaders to hand out and return to cart when finished. Keep accountability for each student - every laptop should be checked for damage before putting away. Please don’t think of the laptops as a “computer lab” – the model is for collaborative use.
8. **How can I sign up for research collaboration, book talks to encourage check-out, or technology lessons with Eileen or Karen?**
   1. Use the [Collaboration Sign-Up](http://efalconemedia.weebly.com/collaboration-request.html) form on my website, or send me an email with any questions!!!
   2. I will be putting together a mini-course catalog that you can use to help utilize the services that I can offer to help your students achieve!