

Woodholme Elementary School



Library Handbook for Teachers

Libraries are not made; they grow.

- Augustine Birrell

Created in November 2004 Cohort V, Team C

Modified by Jacqueline Schoen, June 2005

Woodholme Elementary School Library Handbook

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Sources for the information in this handbook have come from:

<http://www.bcps.org/offices/lis>- Library Information Services for BCPS

<http://bcplonline.org> – Baltimore County Public Library

John Redmond, Library Media Specialist, New Town Elementary School

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Library Vision Statement



Members of the Woodholme school community will be empowered with 21st century skills to be effective users, producers, and communicators of ideas and information.

Woodholme Elementary School Library Handbook



Teacher Services

What can we do for you?

The Library has many services that can help teachers with classroom instruction. We have designed this handbook to assist you as an educator. We hope to provide and develop a true partnership by teaching lessons collaboratively in the library. Please take advantage of our numerous services and let us know how we can better serve your needs at Woodholme Elementary School.



Staff

Jacqueline Schoen, Library Media Specialist
Melissa Daniels, Technology Integration Teacher

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FACULTY RECOMMENDATIONS FOR LIBRARY MATERIALS

Teacher's Name _____ Date _____

Subject Area: _____ Grade: _____ Reading Level: _____

Curriculum Unit _____

Special Needs (visually impaired, ESOL, GT):

Type of Media Requested (books, DVD, etc)

Please provide the following information if know:

- Author
- Title
- Publisher/Producer

- Author
- Title
- Publisher/Producer

- Author
- Title
- Publisher/Producer



Teacher Use of Materials

Teachers and staff have an account with the Woodholme Library and may borrow any library materials they should desire. Please see any member of the library staff to electronically checkout. Patrons are not assessed fines but we would appreciate all materials to be returned upon the due date for others to use. The circulation period for teachers is 6 weeks. Additionally, any video or book that is marked with a Woodholme bar code must be housed in the library when not circulated.



Classroom Equipment

Each classroom is equipped with an overhead, LCD Projector and TV. Each teacher will be given an additional light bulb at the beginning of the year. If you should need one during the day please request via email or speak to a member of the library staff for a timely replacement. To prevent an increase in overhead bulb blows, it is recommended that that the user not continually turn the machine on and off for short periods of time. The newer models are designed to remain on during use throughout the day.



Audio Visual Repair Form

Teacher's Name _____

Classroom # _____

Date: _____

Please indicate the type of equipment in need of repair:

- Overhead Projector
- CD/Tape Player
- Television
- Other (please specify): _____

Please indicate the nature of the problem:

FOR LIBRARY USE ONLY

Date Received: _____

Staff Initials: _____

- Repaired
- Sent out for repair
- Unable to repair

Additional Comments:



Computer Lab

Please schedule a visit with the Library Media Specialist for a collaborative lesson. Please give the at least 3-5 days notice to allow planning time and material preparation.



Catalog

To access the library catalog please use *Destiny*. Here you find all the library materials available and information about the resources in the Woodholme Library. There will be a training session at the beginning of the school year. For further assistance, see Mrs. Schoen.

For a demonstration, please go to <http://schoola.fsc.follett.com>

Username: tamsales Password: destiny

Online Databases



Please take advantage of the valuable resources of online databases provided by BCPS, several of which offer full-text retrieval of magazine and newspaper articles as well as reference books, audio/video clips, pictures, maps, and TV/radio transcripts.

To access, please use the following link:

<http://www.bcps.org/offices/lis/feebased/index.html>

Here you will find the user names and passwords so you may access from your home.

<http://www.bcps.org/offices/lis/feebased/images/handout.pdf>



Video Retrieval

If you would like to view a video or DVD in your classroom, please sign up by sending an email to Mrs. Schoen. We will make sure the video is available and programmed for the designated times and channel. Directions will be posted in each classroom. A training session will be held prior to the start of the school year.

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BALTIMORE COUNTY PUBLIC LIBRARY
Woodholm's Neighborhood Branch

Pikesville Library.....410-887-1234

1301 Reisterstown Road 21208

www.bcplonline.org



“Get Answers from a person, not a machine”

This resource is available 24 hours a day. The purpose is to provide access to information that is supplied by a research librarian. This service is a great way to teach student's communication and research skills.

Teacher Loan Cards



Be sure to apply for a Teacher Loan Card from BCPL. This card will allow all teachers to checkout materials for their classroom for six weeks and all fines for overdue materials will be waived. Each teacher will be provided with an application in the beginning of the school year will the school stamp already applied for verification.