



Dear BSE Library Volunteer,

I hope that you are ready for a great year in the BSE Library. We are so fortunate to have such a dedicated group of parents and community members willing to devote their time and effort to the school library. Your willingness to help students and me, the librarian, is an important reason why I am able to deliver quality library services at BSE.

The Big Springs' library operates on an "open" concept which means that we want everyone to feel a sense of ownership in our library. To accomplish this we try to be as flexible as possible in accommodating all patrons in the library. Students are encouraged to visit the library any time during the school day from beginning announcements until 2:50 every day.

As a volunteer, the duties are primarily to check books in and out and to shelve and move books. One volunteer usually puts the books in order and the next volunteer then puts them on the shelf. The various jobs here in the library are shelving, straightening, and assisting with special events. There is always some sort of processing of materials going on in the library since we have so many books and materials.

I realize that your time is valuable. There may be times when we are "slow" in the library due to various activities and testing. I will try to let you know ahead of time when the library will be used and we would not be able to have our normal library routine.

All volunteers must have a volunteer **BACKGROUND** check run on them through the main office at BSE. This usually takes a couple of weeks to get back.

Welcome to the BSE Library! I look forward to working with you. Please call me (469-593-8066) or email me rebecca.sivard@risd.org if you any questions. I want to tell you that I appreciate all you do here at BSE.

Thanks,

Rebecca Sivard

Rebecca Sivard, Big Springs Librarian

GUIDELINES FOR BSE LIBRARY VOLUNTEERS

GREETINGS! Thank you for volunteering to help in the BSE Library. Your help is invaluable in providing assistance in our student's learning.

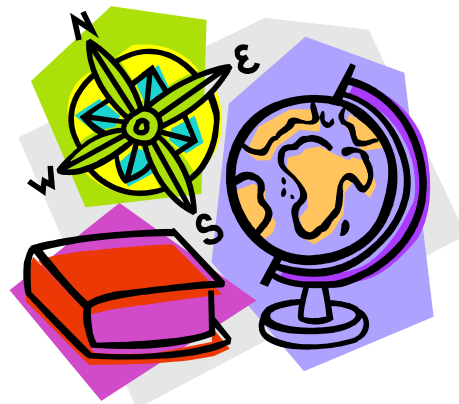
Please make sure you have signed-in at the office and placed a visitor tag on your clothing. The office sign-in sheet helps register all the volunteer hours for the PTA.

ASSIGNMENTS FOR VOLUNTEERS

Most days your time will be used to:

1. Provide basic circulation procedures-check-in and renewals. These procedures are conducted at the main desk.
2. Shelving returned books and materials.
3. Straightening book shelves.
4. Other assignments might be:
 - Assisting with the Bluebonnet Voting Party.
 - Planning Family Library Nights.
 - Giving help at the various book fairs.
 - Getting books ready to be sent to Library Technical Services.
 - Using your personal expertise or hobbies to enhance the BSE Library program.
 - Periodic activities that need additional help-Story Time, Reading Incentives, and Guest Visitors.

All volunteers pick time and days they want to work in the library. I would like for you to come every week. I know this is not possible for everyone. Those of you who do come every week I appreciate you. If you can't come to the library every week, please drop by the library and pitch in for a few minutes when you have the time. If you are familiar with the library set up, fantastic, but if you are not familiar with it I would be happy to teach you. I even need people to just straighten up shelves. I know that every little thing a parent or community member does at BSE has a big impact. Thank you for helping in any way.



ARRANGEMENT OF THE BSE LIBRARY

FIC	Fiction	Chapter Books; arranged by the author's last name.
NON FICTION		Dewey Numbers
	000's	General Works
	100's	Philosophy & Psychology
	200's	Religion
	300's	Social Sciences
	400's	Language
	500's	Science
	600's	Technology
	700's	Arts and Recreation
	800's	Literature
	900's	History
B	Biography	Arranged by the person's last name in the Biography Section
REF	Reference	Not generally for check out; in the Reference Section
PROF	Professional	Materials used by teachers; in the Teacher Section
E	Everybody	Arranged by the author's last name in the Everybody Section
PB	Paperbacks	Chapter books arranged in order in the Paperback Carousels
PB	Paperbacks	Everybody books; in the everybody boxes
SC	Special Collection	In the Fiction Section; after the last W's
Magazines	Magazine Racks	Placed in no order in the racks

VOLUNTEER INFORMATION SHEET

Name: _____

Email Address: _____

Home Address:

Phone Number: _____



Child/Children Names and Homeroom Teachers:

1. _____

2. _____

3. _____

4. _____

Day of the Week to Volunteer: _____

Circle One AM or PM Return to **MRS. SIVARD**