

LIBRARY POLICIES FOR TEACHERS

Library Usage

- All scheduling of the library and library computers is done through the library staff.
- To schedule library space, please check dates in the library schedule book in our office and complete a yellow library usage request form. We will mark your days in the book and send you a confirmation email.
- Please schedule classes as far in advance as possible so that the library staff can better prepare for your visit.
- Students should not re-shelve books used during library visits. Please have them place the books on either a book cart or in the book bins located at the circulation desk.
- Students should not be sent to the library with substitute teachers without making prior arrangements with the librarians.
- If you have suggestions for titles (print or DVD) you would like to see in the collection, please email one of us: Angela Roberts at angela.roberts@knoxschools.org, Suzanne Sherman at suzanne.sherman@knoxschools.org, or Monica Elliott at monica.elliott@knoxschools.org.

Library Pass

- During class blocks, students must have an official signed and dated library pass from their teacher. Up to 5 students from your class may come at a time. Please indicate on the pass what your students should be doing while they are here. Students are welcome to come to the library during lunch, provided space is available. They must sign up for a lunch pass on the clipboard before the end of second block.

Library Computer Lab Usage

- Per Mrs. Reynolds as well as the librarians, please do not allow your students to drink beverages or eat food in the library, including and especially at the library computers.
- Please monitor your students while in the library and at the library computers.

Professional Library

- A professional library is located in the library (in the DVD room) for use by faculty and staff.
- If you have suggestions for titles you would like to see in the professional library, please email one of the librarians.