

## WELCOME TO YOUR HUB LIBRARIES!

### HUB LIBRARIES GOAL:

Our six honor-system hub libraries are organized to provide convenient access to books at appropriate reading and subject levels for the students in those hubs. Our goal is for the library books to be actively used and enjoyed by students and teachers.

### STUDENT INSTRUCTIONS:

- To check out a hub library book, students should write their name and book title on the Book Checkout Clipboard in their classroom.  
\* For middle school, clipboards are hanging next to the book shelves.
- To return a book, the student should place the book in the correct hub “Book Return” box and then write “yes” in the *returned* column of the Book Checkout Clipboard in their classroom.
- Students may choose a book from any of the hub libraries. The books are organized by reading and subject levels that correspond with grade level in those hubs.
- We ask that students choose ***one book at a time***, and return the book before taking another (*unless multiple books are needed for a class assignment*).

### STUDENT EXPECTATIONS:

Please ask students to show ***respect and responsibility*** for the books by:

- Taking good care of the books and treating them gently at school and at home
- Returning finished books promptly so other students can use them
- Returning books to the correct hub library “Book Return” box
- Keeping the hub library shelves neat and orderly so books aren’t bent or damaged, and so students can easily see the books available
- Replacing a lost or ruined book with a new or ‘good condition’ used version of the book

***Taking good care of our books, means more books for everyone to use and enjoy***

### TEACHERS:

- Please check-out any hub library books that would be helpful in your classroom.
- It may be helpful to set aside a separate location or bin for hub library books in your classroom.
- Please return books to the hub libraries when you are done with them so others can use them, especially books that are part of a series.
  
- *Please review the “Student Expectations” and “Student Instructions” above with your class.*
- Please feel free to allow students to check out one book at a time from whichever hub has the best-fit books for that student.
- We encourage teachers, especially of younger grades, to ask for a parent volunteer “Class Librarian” to lead supervised student library time on a regular basis. Please share the “Organizing Our Libraries” document with them.
- If any adult or student volunteers have a little extra time during the school day, we ***greatly*** appreciate any help straightening book shelves.

- Please remind students to return hub library books they are done with to the Book Return bins, especially before and after school breaks. All books should be returned before summer vacation.
- **Labeling Your Classroom Books.** When our library volunteers find books *without* green labels (or books with a white Gateway label), we look inside the front cover for a teacher name. If you can label your personal classroom books, we will do our best to get them back to you. If you would like to donate books to the Hub Libraries, please place them in the Book Donation bin in the office, so we know they are intentionally donated. Thank you so much!
- **Reading Levels.** Our library books are labeled with a DRA and an AR reading level (*if available*) to help students and teachers find books that are a good fit for a students' reading level. An updated correlation chart of AR, DRA, GR and Lexile levels is in the Teacher's Leveled Library.
  - **DRA Reading Level:** You can encourage students (and their parents) to look for DRA-leveled books in their range. Example: a DRA of 10 corresponds approximately to the middle of 1st grade, DRA 20 is approximately middle of 2<sup>nd</sup> grade, etc. Picture books/readers are organized by DRA level in the 2<sup>nd</sup> grade hub.
  - **AR Reading Level:** Similarly, the AR reading level corresponds to grade levels and months – for example, an AR of 2.2 would indicate an average reading level of 2<sup>nd</sup> grade, 2<sup>nd</sup> month. An AR of 3.5 indicates 3<sup>rd</sup> grade, 5<sup>th</sup> month, etc.
  - If no reading level is available, an underscore is written next to the DRA or AR label.

#### **PARENTS:**

- Please keep an eye out for the bright green Rocklin Academy Gateway label on the front of your student's book and help make sure it is returned to school when your student is done with it.
- *Please provide your student with a plastic Ziploc bag to carry and protect the books they carry in their backpacks.* Books can easily be bent, torn or water damaged when squeezed in backpacks.
- Parents may help their child choose a book, but please make sure your student writes it down on the Book Checkout Clipboard in their classroom.

#### **LIBRARY VOLUNTEERS:**

- PSP Book Volunteers will provide Book Checkout Clipboards and Checkout Sheets at the beginning of each year. Teachers may print extra Checkout Sheets from the "Hub Library Book Checkout" Excel spreadsheet sent by the administration.
- Within each hub, books are grouped/prioritized as follows: (look for labels on the bookshelves)
  1. Non-fiction sections are grouped in each hub.
  2. Series chapter books or picture books are grouped in labeled bins.
  3. General fiction are grouped together.
    - 2<sup>nd</sup>/3<sup>rd</sup> Grade Hub only (2<sup>nd</sup> floor West) - Fiction picture books/readers are organized by DRA level. Buddy Books (2 copies of the same book for students to read to each other) are on a separate shelving section.
- Please contact our Lead Librarian ([dana.michaeloff@gmail.com](mailto:dana.michaeloff@gmail.com)) with any special requests or if you have suggestions of how the hub libraries can better serve you and your students.

***Happy Reading!!***