

## END-OF-SCHOOL-YEAR

# Library Stuff You Need to Know

4 May 2011

- **Welcome!—Illinois Heartland Library System:** State funding for regional library systems, like Shawnee Library, has dwindled enough over the past two years that it has become necessary for several Illinois library delivery systems to merge in order to survive. Consequently, *Shawnee*, *Lincoln Trail*, *Lewis and Clark*, and *Rolling Prairie* have forged a united relationship that will, as of July 1, 2011, be known as Illinois Heartland Library System; sadly, the Shawnee Library System as a separate entity will be no more. We are hopeful that by combining the strengths of these four large systems we will actually see an improvement in services when we return to school in August.
- **Shawnee Library Books:** Although Shawnee Library System will continue to pick up books that our students have returned until the end of this school year, May 11<sup>th</sup> will be the last delivery date to our building.
- **May Madness Sale:** Take a few minutes to scope out our sale cart of books now in the Library; it is overflowing. These books are not from our Library collection but are, in most cases, surplus books that have been donated to us. Paperbacks are 2 for \$1.00; hardbacks are \$1.00 each; VHS tapes or DVDs are \$1.00 each. You might be surprised at what you will find on that cart! Check often; new titles are added daily.
- **May 20:** The final date due for all Library books will be May 20<sup>th</sup>. Students who need to keep a Library book past this date need to alert the librarians, so that special arrangements can be made. Fines won't be charged on books kept after May 20<sup>th</sup>, as long as the book is returned to us by the last day of school; if a book is kept past the last day of school, all fines apply.
- **Student Obligations List:** A Library obligations list will be put into the Jr/Sr High English teacher's mailboxes every Monday during the month of May. Please encourage your students to address these obligations as soon as possible—especially, seniors. Also, teachers who have students with outstanding fees/uniforms/equipment, etc., need to provide Mrs. Webb in the High School office with that information, so that collection procedures can be initiated before the end of the school year.
- **Media Center Hours:** As May moves toward the final days of the school year, restrictions will probably have to be made regarding how many students can come to the Library during Study Hall periods. Much of this depends on the level of Library activity that naturally comes with this time of the year. Judging from the activity of previous years, we should be able to operate on a fairly normal schedule through May 20<sup>th</sup>; after that, we will have to evaluate our Open hours from day to day. Teachers who need to use any part of the Media Center after May 20<sup>th</sup> just need to express their wishes to us, so that we can make the appropriate adjustments to our schedule or, in some cases, to our furniture.
- **Senior Semester Exams:** If you are teaching a class of mixed grade levels, and you have seniors who must take a semester exam, we will proctor the exam for you here in the Media Center, so that you can continue class activities with your underclassmen. However, I will need to know in advance the name of your seniors who need to take exams, the date and time of the exam(s), and have the exam itself—and any special instructions; it would help us to have all this before 1<sup>st</sup> hour Monday/Tuesday of the exam. Also, if we are proctoring the exam(s) for you, please construct an exam that will keep your student(s) working the full exam period, both days. I really don't want to have to supervise students taking exams and students who have nothing to do—all at the same time we are keeping life in order at the Circulation Desk.
- **Senior Clearance:** All seniors need to resolve any Library or School financial/materials obligations by May 20<sup>th</sup>. The names of the seniors who still have outstanding obligations will be read at graduation practice. Outstanding obligations must be resolved before graduating seniors can pick up their diplomas.
- **Textbook Return:** Again, I want to remind everyone that returning textbooks to the Media Center is a student responsibility—not a teacher responsibility. Since books are charged out to the students' personal accounts, they need to make sure their books are returned to the Media Center and scanned back into our system. At the time students come to us to return books we will double-check that they are really turning in their own books and not another student's—and we will go over their accounts with them, so that there will be no misunderstanding later as to their responsibility. However, if you do decide to bring your classes to the Media Center to turn in textbooks, please allow extra time for us to double-check each book that is being returned—and this may take some extra time. This is the only way we can check accounts—and screen books for damage—before students leave for the summer. It is super complicated to deal with all these issues during the summer when everyone is on vacation—and often that is when these problems surface.
- **Technology Storage:** We will make space to store audio-visual equipment, projection carts, air-slates, etc. in the Media Center this summer if you would prefer to do that rather than try to keep these items in your classroom. We can lock them in our “back room.” If you decide to put any of these items in the Media Center over the summer break, please tag them with your name and room number, so that we can deliver the item(s) to your room in August.