

# Brooker Creek Elementary

## Media Center Volunteer Handbook



Danielle Gabbert  
Library Media Technology Specialist  
gabbertd@pcsb.org  
(727) 943-4600 ext 2113



**Thank you!** for volunteering to help in Brooker Creek's Media Center. Volunteers are an important resource for our Library Media Center and we need you!

**As** a volunteer you will probably spend most of your time shelving books that have been either checked out and returned or used by our students for research in the Library Media Center. Last year we circulated over **26,000** volumes of books in the Library Media Center and, as you can imagine, it takes many hours to return this many books to the bookshelves in the right order.

**You** may also be asked to help with other tasks in the Library Media Center. These might include:

- ✓ Read shelves to make sure books are in the right order
- ✓ Help children locate books, magazines, or reference materials
- ✓ Straighten books on shelves, put chairs in order, and pick up papers
- ✓ Assist at circulation desk to help students check books in or out
- ✓ Preparing flyers to advertise our Book Fair
- ✓ Help set up book displays and/or decorate for themed activities
- ✓ Helping children at the Book Fair by answering questions about the availability and price of books
- ✓ Straighten magazine section
- ✓ Check shelves for missing or overdue books
- ✓ Clean bookshelves and technology equipment
- ✓ Assist at Maker Space Stations
- ✓ Assist students at Collaboration Center
- ✓ Create QR codes that link information of new books
- ✓ Help with processing of new books
- ✓ Assist students with shelf-markers
- ✓ Repair damaged books
- ✓ Rework Free Book table
- ✓ Pull books/resources requested by teachers
- ✓ Assist with inventory and weeding

**During** the year we will have special events in the Library Media Center and volunteers can be most helpful with these. They may include Author visits, Book Fair, Hour of Code, Literacy Fair, Giving Tree, Winter Wonderland, Battle of the Books, National Library Media Month, etc.

**Volunteers** are welcome any time in our Library Media Center during the school day. Afterschool hours are available to 4:00pm to accommodate high school volunteers. Please check in with the front office when you arrive to volunteer.

# How Our Books Are Shelved



In Brooker Creek's Library Media Center, we have arranged the books on the shelves using the Dewy Decimal System. This is the same system that our students will find in the public library. Since most people have not had much experience shelving library books, the information below will help you become familiar with our procedures.

## Easy Book Section

This section of primarily picture books displays an E and the *first 3 letters of the author's last name* on the book spine. Here is an example of a label:

E
BRE

These books are filed in the **EASY** section in alphabetical order based on the authors' last names, primarily based on the 3 letters shown on the label. For example, the labels on a series of books on a shelf might appear as follows.

E	E	E	E	E	E	E	E
BOW	BOY	BRA	BRA	BRA	BRE	BRE	BRI

We are trying to teach our children to find books in alphabetical order just as they would in the public library. We shelve books by the first three letters of the author's last name. It is also necessary to keep all the books by the same author together. For example, in the E section you will find popular series of books by authors with the last names of Breathed and Brett. The labels for all books by both of these authors will be the same: They will look like the first example shown in this section. Take a moment to separate these books by author, so it will be easier for the children to locate the books they want.

## Fiction Book Section

Mostly chapter books, these display F and the *first 3 letters of the author's last name* on the book spine. Here is an example:

F
BRE

These books are shelved in the same way as **EASY** books, but in the **FICTION** section of the library.

## Biographies

These books display B and the *first three letters of the last name of the subject of the book* on the book spine. For example, a biography of Paul Revere will have the following label:

B
Rev

## Nonfiction

These books show a *combination of numbers and letters on the spine*. The numbers are derived from the Dewey Decimal System for cataloging books, and the letters are the first three letters of the authors' last names. A typical label might look like this:

6.375
FRA

These books are sequenced based on the entire combination of numbers and letters. See the following example:

636.7 PAT	636.7 POP	636.7 SIL	636.72 QUA	636.73 SAN	636.753 MUL	636.753 SAN	636.8 MUR
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In this example, notice that all books numbered 636.7 appear before books with higher numbers (636.72, 636.73, etc.) regardless of the letters that accompany the numbers. Books with numbers beginning with 636.7, including those with additional digits behind the decimal point such as 636.753, appear before books numbered 636.8 or higher. Also, notice that books with identical number assignments, such as the 636.7 books, are placed in alphabetical order based on the three letters shown on the label.

*\*\* One point to note is that nonfiction books that appear to be in the same series may not necessarily all be shelved together. For example, a popular series of non-fiction books about dogs all have covers with a red-and-white checked border, so it is tempting to assume that these books would be grouped together on the shelves. However, several different authors have written books in this series, which are about several different breeds of dogs. As a result, because of the numbers and letters on the labels for these books and other books on dogs, other books may be shelved among the volumes in this series.*

### Reference Books

Reference books are to be used in the library but can be checked out by students. (We do permit students and teachers to check out Reference Books with the understanding that they do not leave the school.) They have the letters **R** and a number, and the first three letters of the title on the spine. The following is an example for People and Places:

These books are shelved in order by the numbers shown on the labels, then by author, if necessary.

R 031 PEO
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### Professional Materials

These are books and other materials which are for use by the teachers and staff only. They have **P** followed by the information that would be shown on a label for a regular library book on the spine.

P POL
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### Magazines

The current monthly issue of a magazine is placed in the **Magazine** section. *Back issues of magazines are kept underneath the current issue.* Students may check out issues by using the magazine check out index box at the circulation desk. Upon checkout the magazine will be placed in a protective cover and a date due slip placed in the pocket on the cover.

### Kindles (Black and White Keyboard) only:

Keyboard Kindles are available for check-out for students in 3<sup>rd</sup>-5<sup>th</sup> grade only if they have a current property removal form on file. Once their name tag is scanned into the Destiny System there will be a notation that appears in the top portion of the screen stating that they have a form on file. Kindles are in the production room. Additional training on the upkeep and use of kindles will be given prior to volunteers being asked to work with the kindles.

**\*\*Students may not check out Kindle Fires**

If you are ever uncertain where to shelve a book or other item or how to handle any other task you have been asked to do, just ask. We value your assistance and will always be happy to help.

**Thank you again for your help and support of our Library Media Center.**