**Library start-up procedures.**

**1. Elementary Homeroom / Middle School Language Arts teachers: Library Cards.**

**Your students must have library cards in order to check out books.**

**They are very easy to make. Here's what you do.**

**Print a sheet from your gradebook with kids' names + barcodes.**

**applications>gradebook home>new report>other>student labels - avery 5161**

**Cut out the names / barcodes and paste them onto index cards.**

**You'll probably want to laminate the cards. Store them in a special box in the classroom. Kids can pick up their card** **whenever they need to visit the library.**

**2. 1st, 2nd, 3rd, 4th + 5th Grade teachers: Star Test**

**Your kids' names have been inputted into the AR system, which is up and running.**

**The kids need to take a Star Test = a pre-test that'll give us the kids' reading levels.**

**This takes 5-10 minutes per kid. It is done online, is very easy to administer and very easy to take.**

**By far the easiest way for us to do this is:**

**a) you send me two or three of your best learners**

**b) I train 'em**

**c) they administer the test to the rest of your kids, two or three at a time**

**(You may want to consider using AR for your IPEGS. Advantages:**

**a) It is worthwhile! What's more important than reading?**

**b) You can use the Star Test for pre-test, mid-test and post-test**

**c) You don't have to make the tests yourself**

**d) You barely have to administer them - just send the kids to the computer).**

**Library Procedures 2011 - 2012**

**Please keep kids' library cards in your classroom (do not give them to the kids to keep). Send children to check out books with library cards.**

**Please make sure kids come with a pass that says:**

**what they're supposed to do here**

**when they left you**

**when you'd like them back**

**Feel free to send kids in small groups. Maximum = 6.**

**If you take your entire class to the library, please actively supervise your kids.**