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WELCOMING YEAR FOUR STUDENTS TO THE LIBRARY

As you get older you will be spending more and more time in the library working on projects and reports and looking up information. Although you will be taught about many of the basic resources and systems of the library, you will probably always have some questions about how to find something that you are looking for. This is why librarians work in the library – to help you!

Below is a list of things to remember when you work with librarians:

1. Introduce yourself to the librarian and get to know them. They are working with nearly all the children in the school and they will probably need help remembering your name.
2. Often there are many people who need the librarian's help, so be patient and quietly wait your turn.
3. When you ask your question, speak clearly and give the important details needed for the librarian to help you.
4. When the librarian is finished helping you, be sure to say thank you for the time and guidance he or she gave you. You might even write the librarian a short note saying how your project or report (or book!) turned out.



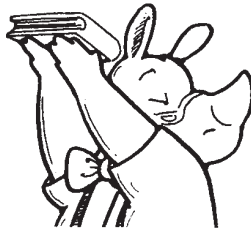
BOOK CARE RULES - REVIEW

Libraries are places where people go not only to borrow books, but also to study or read quietly. Speak softly.

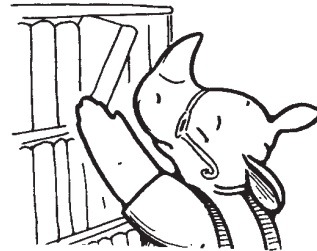


Remember that when you take books from the library you are only borrowing them. People will use them again after you so you need to treat them with respect.

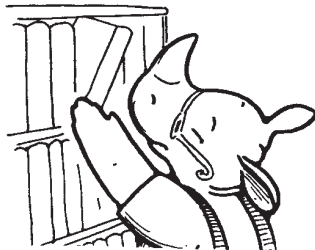
- Never write in books.
- Keep books away from pets and small children.



Do not re-shelve books. It is very easy to accidentally put a book back in the wrong place; let the librarians re-shelve the books you do not want.



Return books when they are due, other people may want to borrow them. (You could make a large note to yourself to remind you when your books are due back at the library.)



If you are using a library where you need a library card, be sure you keep it in a safe place and do not lose it. (Do not give your card to a friend to use – you are responsible for any books borrowed on your card.)

LIBRARY CITIZENSHIP – IDEAS FOR TEACHERS/LIBRARIANS

Children will have already heard many of the rules on the preceding page, but you will probably want to refresh their memories. Here are some ideas:

1. Ask the children to recall important library rules. Using a blackboard or chart paper, write down the rules as they are given. Some of the responses can be combined, others may be broken down into two rules.
2. Test each rule by asking the children why there should be such a rule.
3. Have each class member draw a poster illustrating an aspect of library etiquette. Hang the posters in the classroom or library.
4. Finally, after all library rules have been discussed, distribute the 'Library Citizenship' reproducible (page 7) and have the children come up with as many rules as they can remember about the proper use of the library.



CITIZENSHIP IN THE LIBRARY

These are rules we follow in our school so that everyone can enjoy the library.



1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____
