

## ***Borrowing books***

- Books may be checked out during class library times, before school (see Hours), during lunch recess, study hall, or when students come to the library at other times.
- Students in grades 1 through 8 may have 2 books checked out at any time. Upper grades (3-8) may be allowed to borrow a third book specifically for a class assignment. Students in Kindergarten may check out one book.
- Books are borrowed for one week. Books may be renewed once if there is not a hold on the book.
- Overdue notices are issued weekly. Students who have any book overdue may not borrow other books.
- *Students whose conduct demonstrates a lack of personal responsibility may lose the privilege of using or borrowing library materials and resources.*

## ***Hours***

*The library is open...*

Before school:

8:00-8:20, for all grades to return or exchange books, study, or use the resources

Lunch recess:

for 3rd through 8th grades, with permission from a homeroom teacher

After school study hall:

for 3rd through 8th grades, from the beginning of carpool until 4:30. Students must first sign in to Extension and get a pass. Students who are ready to leave at 4:00 will be dismissed to Extension .

Remaining students will be escorted to Extension at 4:30.

*This is a quiet study hall!*

During the school day:

Teachers will schedule times for their classes or small groups to meet in the library to use the resources as needed. Times will also be scheduled for students to borrow books.

## **Woodlands School Library**



### ***Why a library?***

The mission of the library program is:

- to enrich formal education
- to meet the informational needs of students and staff
- to encourage reading as a recreational activity
- to facilitate independent learning.

***The vision of the library program is to provide the resources and experiences that will enable students to become information literate.***

***Information and technology literacy:  
ITL***

All students are taught information and technology literacy skills appropriate to their grade and ability levels in collaboration with academic studies. The emphasis is on learning *with* information and technology, rather than learning *about* information and technology.

**Wisconsin Standards Summary**

**A. Media and Technology**

select and use media and technology to access, organize, create, and communicate information for solving problems and constructing new knowledge

**B. Information and Inquiry**

access, evaluate, and apply information from a variety of sources to meet personal and academic needs

**C. Independent Learning**

apply ITL skills to issues of personal and academic interest; demonstrate critical and discriminating reading, listening, and viewing habits

**D. The Learning Community**

use information and technology in a responsible manner; respect intellectual property rights; recognize the importance of intellectual freedom and access to information in a democratic society

**Grade Level Goals**

*The student in...*

**Kindergarten**

- Develops a positive feeling about using a library, knowing how to act, follow procedures, and handle materials.
- Is introduced to literature, authors, and illustrators.

**Grades One and Two**

- Begins to understand arrangement of materials; locate and select books on subjects of personal interest.
- Develops increasing independence and responsibility in using materials.

**Grades Three and Four**

- Carries out directed searches for information: finding, selecting, and using and communicating facts.
- Develops appreciation of literature; begins to explore genres.

**Grades Five and Six**

- Becomes familiar with standard reference tools; experiments with information seeking strategies, organization, and presentation of information.
- Continues to develop critical appreciation of literature; develops personal selection criteria.

**Grades Seven and Eight**

- Demonstrates a degree of independence in information and technology literacy skills.
- Develops awareness of social responsibility and ethical behavior in the use of information.

***Students who  
are information and  
technology literate  
can locate, evaluate,  
interpret, and use  
information materials  
that meet their needs.***