

LSE Library Crew Information

Library Crew is a select group of 4th and 5th graders who are trained in the ways of the library and who help keep our library running smoothly. They may help before or after school*, or anytime during the day that their teacher allows them to come help (see note at the end about helping after school). However, before coming to help in the library, a member of Library Crew must go through a training process. There are several levels of training listed below. Each level is inclusive of the ones before it. (*Please see the end of this document for a training schedule.*)

Apprentice – Can straighten shelves; knows the layout of the library; can find a book for themselves in the Catalog and on the shelves; can sort books into piles of Fiction, Easy Fiction, Non-Fiction, and Easy Non-Fiction; has completed Level 1 of the “Order in the Library” game.

Expert – Can shelve Fiction and Easy Fiction books, including Story Collection books; has completed levels 2, 3, and 4 of the “Order in the Library” game.

Master – Can shelve Easy Non-Fiction books and Non-Fiction books, including Biography, Reference, Bluebonnet, Spanish, and Paperback books; can organize books on the carts to be shelved; has completed levels 5, 6, 7, and 8 of the “Order in the Library” game.

Genius – Can assist another student with finding a book in the Catalog and on the shelves, and with checking out a book; has completed level 9, 10, and 11 of the “Order in the Library” game; can help train new Library Crew Members.

Each member of the Library Crew will receive a badge upon completion of a certain level. Whichever level they have completed, those are the tasks they can do while helping in the library. To earn a badge for each level, the student must:

1. attend a training session for that level (see schedule at the end),
2. demonstrate that he or she can complete the tasks of that level to Mrs. Eckert,
3. print a “Certificate of Achievement” from the “Order in the Library” game for each level of the game that is required for that badge.
4. **Work in the library at least once a week.**

When coming to help in the library, the Library Crew member **MUST** wear their badge. If a badge is not worn, a student may not help. If a student loses their badge, this must be reported to Mrs. Eckert immediately so she can make a new one. If a badge is worn, there is no need for a library pass also to be worn. The teacher **MUST** give permission for the student to be in the library helping. A note is not necessary, but if a Library Crew member is ever found to have come to the library without permission, they may receive demerits, their membership may be suspended or revoked, and other appropriate consequences may ensue.

Library Crew members are expected to always be on their best behavior in the library. If a Member’s behavior is not satisfactory, they may receive demerits, and/or their membership may be suspended or revoked.

Library Crew Eligibility

To become a Library Crew Member, students must turn in the following items:

1. Application
2. Signed approval from parent
3. Signed approval & recommendation from teacher

Students are applying for Library Crew like one would apply for a job. Not all applicants may be chosen. The decision will be based on the items listed above as well as the number of new Library Crew members needed.

Library Crew Procedures

Library Crew members are expected to work in the library at least once per week. When a Library Crew member comes to the library to work, the following procedure must be followed:

1. Before coming to the library, the Crew member **MUST** get permission from his or her teacher (unless it is before or after school).
2. Crew member must sign-in in the binder under the lip of the counter. The crew member must fill in the Date, Time In, Name, and Teacher.
3. Crew member may immediately start working on whatever task seems to be the most necessary. This will usually entail shelving books and straightening the shelves. Crew members may only work on those tasks in which they have been trained; for example, if you are an Expert, then you may straighten the shelves and shelve only Fiction and Easy Fiction books.
4. If a crew member is unsure of what work needs to be done, he or she should ask Mrs. Eckert.
5. Crew members are expected to be on their best behavior while they are working in the library. This includes:
 - a. working quietly
 - b. working diligently
 - c. staying on task
 - d. being kind and helpful to other students
6. If another student asks a Crew member for help finding a book, the Crew member is expected to help him or her as best as the Crew member can.
7. When it is time for the Crew member to leave, he or she must sign **OUT** in the binder under the lip of the counter. The Crew member must fill in what work he or she did today and the Time Out.

*Helping After School – If you ride the bus, please obtain parent permission and alternate transportation to work in the library after school. Provide your teacher with the transportation change information. If you go to Learning Tree, you must obtain parent permission to work in the library after school. See Mrs. Eckert if this is your situation. If you are parent pick-up, please inform your parents of the late pick up time. The library closes at 3:30, so please make sure your ride will be here at that time.

Demerits

Library Crew members who do not follow procedure may find themselves receiving demerits. Too many demerits will result in unfavorable consequences.

10 Demerits – Member will not be allowed to attend the End-of-Year Party.

20 Demerits – Member will be expelled from Library Crew.

Members can get demerits for the following:

- Missing a training/meeting without informing Mrs. Eckert PRIOR to the training/meeting – 3 demerits.
- Being late to a training/meeting without informing Mrs. Eckert PRIOR to the training/meeting – 2 demerits for every 10 minutes.
- Skipping a week of working in the library (of course exceptions will be made for illness, Book Fair week, and a few other situations.) – 1 demerit for first week, 2 for the second consecutive week, 3 for the third consecutive week, etc.
- Coming to work in the library without permission from teacher – 5 demerits.
- Failing to wear a badge – 1 demerit.
- Not maintaining best behavior while working in the library – number of demerits varies based on behavior.
- Other situations as Mrs. Eckert sees fit.

Merits

Library Crew members can erase a Demerit by earning 2 Merits. Merits can be earned the following ways:

- Working 3 or more times in one week.
- Helping Mrs. Eckert with large tasks.
- Going above and beyond in helping other students in the library.
- Other situations as Mrs. Eckert sees fit.

Once a member has earned 2 Merits, one of their Demerits will be erased.

Merits and Demerits will be kept track of for the duration of the school year. They will not start over each nine weeks or each semester. So, a Library Crew member must maintain a balance of less than 10 demerits in order to attend the End-of-Year party and less than 20 in order to remain a Library Crew member. If a member reaches 10 demerits, he or she can earn merits to reduce that number prior to the End-of-Year party. However, if a member reaches 20 demerits, he or she will be expelled from Library Crew. Therefore, demerit balances must remain under 20 at all times for a member to remain in Library Crew.

Training Schedule

The first training session (Apprentice) is mandatory – ALL MEMBERS MUST ATTEND THE FIRST TRAINING SESSION. If you are not able to attend the first training session, please notify Mrs. Eckert immediately so she can reschedule you. If a member misses the first training session without notifying Mrs. Eckert and without a valid excuse (i.e. medical emergency), demerits will be given and membership may be revoked.

The rest of the training sessions (Expert, Master, and Genius) are NOT mandatory, but suggested. Members may choose to remain at the Apprentice level. However, it is recommended that members move up as high as they can. Members are expected to inform Mrs. Eckert if they are not planning to attend training.

Make-up or extra training sessions may be scheduled at a later date if members cannot attend. Please notify Mrs. Eckert PRIOR to the training if you cannot attend, but would like to earn that badge.

All training sessions begin immediately after school and end at 4:15. Please make sure you have arranged for transportation.

Wednesday 9/28/16 – Apprentice Training

Wednesday 10/19/16 – Expert Training

Wednesday 11/9/16 – Master Training

Wednesday 1/25/17 – Genius Training

After the training sessions have ended, we will still have a monthly Library Crew Meeting. They will also be held in the library, but will last from 2:45 until 3:30.

Please plan on attending these.

Wednesday 3/1/17, 2:45 – 3:30

No meeting in April

Wednesday 5/3/17, 2:45 – 3:30

Tuesday 5/30/17, End of Year Party, 2:45 – 4:00

Questions

If you have any questions or concerns, please don't hesitate to contact Mrs. Eckert.
210.397.4433

jennifer.eckert@nisd.net

I am so excited that you have decided to apply for the
Library Crew! I can't wait to get started!