

# Starting the Year – Elementary Schools

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## Destiny

- Update calendar for the new year (Go to <http://www.granitemedia.org/wp-content/uploads/2011/08/Destiny-Calendar-Setup.pdf>)
- Review library policies and update if needed (<http://www.granitemedia.org/wp-content/uploads/2011/08/Destiny-Library-Policies-Setup.pdf>)
- Update Destiny home page with welcome message, etc. (<http://www.granitemedia.org/wp-content/uploads/2011/08/Destiny-Editing-School-Home-Page.pdf>)
- Update links found on Destiny home page

## Library Environment

- Create Displays
- Bulletin Boards
- Posters



## Order New Release Titles

- A 2013 new releases list is available on Granite Media (<http://www.granitemedia.org/2013/04/2013-new-release-book-titles-elementary/>)
- Order library supplies as needed

## Process Books (and textbooks, if applicable)

### Plan Library Promotion

- Book of the Month(s)
- Reading contest
- Rewards, etc.

## **Prepare for Library Orientation**

Orientation should be done the first time each class comes to library.

Cover the following items:

- Familiarize both students and teachers with the media center
- Review library hours, policies, and procedures
  - Library rules
  - How to treat books
  - How they can help to keep the library organized – using shelf markers
  - The procedure for selecting and checking out a book
- Share your favorite story
- Promote literature
- Promote the Granite Book Awards program (<http://www.granitemedia.org/gba>)

## **Prepare for Opening the Library**

- Print class lists
- Policies – fines, hours, checkout, textbooks (examples found at <http://www.granitemedia.org/wp-content/uploads/2011/08/Circulation-and-Fine-Policies.pdf> )
- Display the policies