

Starting the Year – Secondary Schools

Prepare for Library Opening

- Determine policies – hours, checkout, textbook, fines, lab, library passes, etc.
- Display the policies.
- Guidelines for circulation and fine policies can be found at <http://www.granitemedia.org/wp-content/uploads/2011/08/Circulation-and-Fine-Policies.pdf>

Destiny

- Update calendar for new year: <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 school 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 school home page.

Library Environment

- Create displays
- Bulletin Boards
- Posters

Prepare labs

Ordering

- Order new release titles (see book lists and reviews on granitemedia.org for some suggested titles) I have made a list that I will be sending you. Our vendors are Follett and Bound to Stay Bound.
- Order library supplies as needed

Process books, textbooks

Plan library promotion

- Book of the Month(s)
- Reading contest
- Rewards, etc.
- OverDrive (Prepare posters, bookmarks, new titles, instructions on how download books using different devices)

Prepare for library orientation

- Start with 7th grade in JH and 9th or 10th grade in HS
- See “Library Orientation” document for guidelines and ideas:
<http://www.granitemedia.org/2013/08/library-tips-orientation-secondary-schools/>

Student Aide

Prepare for how you will handle student aides.

- Students and parents must sign a confidentiality form and return it to you along with the Internet Acceptable Use Agreement before they begin doing aide responsibilities. <http://www.granitemedia.org/wp-content/uploads/2011/08/Student-Aide-Confidentiality-Agreement.pdf>
- Decide how you will grade these students.
- Make a list of aide expectations and responsibilities
 - This may include: assigned areas in the library
 - What to do when they have free time
 - What they can and cannot do for student patrons, etc.

First Faculty Meeting

Check with your principal to see if you can take a couple of minutes at the first faculty meeting to cover the following with staff members:

- **Good Practice Procedure for Video Usage**
 - Access Classroom Video Guidelines at <http://www.graniteschools.org/edtech/guidelines/>

- Explain the procedure you will use
- Have teachers sign the form that they have received this information.
- Encourage teachers to use SAFARI Montage (<http://safari.graniteschools.org>) as a source for video content
- Show teachers how to access eMedia (<http://www.uen.org/emedial/>) as a source to video content