

Al-Hijra Academy Library Media Centre

2017-2018 Welcome Letter

Dear Al-Hijra Academy Parents,

Reading is one of the most important skills your child will learn in school. Like all skills, improvement comes with practice, and the Al-Hijra Academy Library Media Centre provides a wide variety of books for students to borrow for reading practice, information, and enjoyment.

Your child's class will visit the school library weekly to select books and to participate in literacy lessons. During these lessons, younger children(Preschool-Grade 2) will be exposed to the very best children's literature and will participate in activities designed to help them enjoy the stories even more. It is our goal to get (or keep) your child "hooked on reading" because research shows that children who read more, read better!

Older students (Grades 3-8) will focus more on inquiry and research, as well as media literacy. We will be working with classroom teachers to help students access resources that support their learning and develop the research skills they need in order to evaluate and use these resources to their full potential.

Sincerely,

Sr. Maimoona Ali (OCT-Library Media Specialist)

Library Schedule 2017-2018

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PERIOD 1 8:20-9:02		4A Library Class			
PERIOD 2 9:02-9:44	5B Library Class		Preschool Library Class		SK-A Library Class
PERIOD 3 9:59-10:41				Grade 1 Library Class	
PERIOD 4 10:41-11:23		4B Library Class			3B Library Class
LUNCH/RECESS 11:23-11:43		Girl's Book Club		Boy's Book Club	
LUNCH/RECESS 11:43-12:03		Girl's Book Club		Boy's Book Club	
PERIOD 5 12:03-12:45	5A Library Class				3A Library Class
PERIOD 6 12:45-1:27	JK Library Class	2A Library Class	Grade 6 Library Class		SK-B Library Class
PERIOD 7 2:02-2:44				Grade 7 Library Class	
PERIOD 8 2:44-3:26			2B Library Class	Grade 8 Library Class	

Librarian email: m.ali@alhijraacademy.com Library website: <https://sites.google.com/alhijraacademy.com/library>

LIBRARY POLICIES AND PROCEDURES

Library Book Bag

- Each student **MUST** bring a **gallon-sized plastic zipper bag** (with name written on it) to the library in order to be allowed to check out books. Checked out library books should always be in the bag when they are not being read in order to keep them clean and protected against getting wet. Bags can be bought in the library for 50¢.

Circulation

- **SK:** 1 book may be borrowed for 1 week.
- **Grades 1-8:** 2 books may be borrowed for two weeks.
- Book Club members may check out 3 books for two weeks.
- All students are allowed to check out 1 extra book the week before Winter and Spring Break.
- Students may renew a book for up to 1 week at the Circulation Desk

Book Care Rules

- **Rule #1:** Keep books away from food and liquids (especially leaky water bottles).
- **Rule #2:** Store books in a proper place (desk or a bookshelf). Never leave books outside or on the floor, and make sure they don't get squished in your backpack or locker. Keep books in a gallon-size Ziploc bag.
- **Rule #3:** Keep books away from babies and pets and never write in, color, or cut library books.
- **Rule #4:** Wash your hands before reading your books and turn the pages gently!
- **Rule #5:** Use bookmarks and never dog-ear the pages or lay books face down on the table to save your page.

Overdue Books

- At this time, there will be no charge for overdue (late) books; however, student cannot borrow another book until the overdue book is renewed or returned.

Damaged or Lost Books

- It is the student's responsibility to check their library book and report any damage before they check out a book.
- Never let anyone borrow your library book; you will still be responsible if the book is lost or damaged.
- Any book damage should be reported to the librarian as soon as possible so we can attempt repairs.
- If a book is lost or damaged, payment toward a replacement will be requested from the parents.
- If you find your lost book after the fee has been paid, you may keep the book. Refunds will not be given.

Content Appropriateness

- As this library serves students from Preschool to Grade 8, not all books are appropriate for every student. The librarian will guide students to check out books that are appropriate for their age and reading ability.
- As it is impossible for the librarian to thoroughly read every book in the library to check for inappropriate content, students are reminded not to check out any books that their parents might object to.
- If a student, staff member, or parent discovers something inappropriate in a book, they are encouraged to report the book to the librarian and the book will be evaluated for appropriateness by the librarian. If necessary, the challenged book will go through the Book Challenge Procedure and will be referred to the Library Advisory Committee.

AL-HIJRA ACADEMY LIBRARY-HOME COMMUNICATION FORM (2017-2018)

Please complete and return **1 form per family** to the library by Monday, September 25.

Mother's Name: _____ Father's Name: _____

Mother's Phone #: _____ Father's Phone #: _____

This year we will be sending all library notices via email. **Please provide a valid email address that you check daily.**

Parent's Email Address: _____

List ALL of your children who are enrolled at Al-Hijra Academy this year. Please include grade and section (ex. 2A)

Child's Name: _____ Grade: _____ Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____ Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____ Child's Name: _____ Grade: _____

I have read and understand the policies and procedures of the library and have reviewed them with my children.

Parent signature: _____ Date: _____

I am interested in VOLUNTEERING for the library. YES / NO (circle one)

If yes, please check how you would like to help.

- Cleaning, labelling, stamping, and covering books
- Reshelving books
- IT help (set-up/updating/troubleshooting library computers and peripherals)
- Labelling/Organizing Arabic books
- Scholastic Book Fair cashier
- Scholastic Book Fair set up/take down
- Decorate for Family Literacy Night (Wednesday, October 18)
- Provide snacks for Family Literacy Night (Wednesday, October 18)
- Cleaning library(monthly)
- Distributing Scholastic Reading Club flyers (monthly)
- Fundraising for the library
- Library Advisory Committee (monthly)