

iLTSS

II

Library FAQs





Frequently Asked Questions

1. TO WHOM DO I REPORT?

- Who is the administrator in charge of the library?
- Who is the Faculty Library Chairperson? (Schools with Library Leadership teams)
- Does the school have a Library Leadership Team and or Advisory Group?

2. WHAT IS MY ROLE AS AN ELEMENTARY LIBRARY AIDE? *(See Library Aide Job Description)*

3. DO WE HAVE THE ELEMENTARY SCHOOL LIBRARY MANUAL OF PRACTICE?

4. ARE THE BOOKS ARRANGED LOGICALLY LEFT TO RIGHT?

- The books should be arranged on the shelves in the following order; ★, ●, ▲, Fiction, and SC books are arranged in this order then alphabetically by author's last name, first name, and title (Elem).
- Nonfiction books are arranged by Dewey Decimal call number order then alphabetically by author's last name, first name, and title.

5. DO THE BOOKS HAVE CIRCULATION CARDS IN THE POCKETS?

- Spot-check books on the shelves.
- If the circulation card is missing, check to see if the book card is still in the circulation (checkout) file.
- Print out labels for the book cards if needed.

6. WHERE IS THE SHEFLIST? *(A record of library materials arranged in the order in which they are shelved)*

- Use the shelflist to check for discrepancies in the collection, (call numbers, barcodes, titles).
- Check to see if inventory has been done in recent years.
- Check to see if an inventory was done last year

7. WHAT ARE THESE THINGS IN THE DESK AND FILE? WHAT SUPPLIES DO I HAVE ON HAND?

- Pull out and sort contents of drawers.
- Label useful file contents and file in order. Organize and label supplies.
- Discard vendor catalogs except those for the current school year.



8. HOW CAN I GET MY HANDS ON NEEDED SUPPLIES & EQUIPMENT?

- Locate basic equipment:
 - » Book truck (check textbook room if missing from library)
 - » Charging tray (for holding cards for checked-out books)
 - » Book ends
 - » Shelf-label holders
 - » Kik-step stools
- Locate basic supplies:
 - » Book/circulation cards
 - » Date due cards
 - » Book pockets
 - » Spine labels (DEMCO #14216170)
 - » Barcode labels (DEMCO-Avery 5160)
 - » Date stamp and pad
 - » Glue and correction fluid
 - » 3M #845 clear book mending tape
 - » Tape Systems Applicator
 - » Mylar dust jacket covers, 9", 12", 16"



9. LOOK FOR OR CALL FOR LIBRARY SUPPLY CATALOGS FROM:

- DEMCO (800) 356-1200
- Library Store (800) 548-7204
- LAUSD Stores Warehouse

10. HOW DO I LABEL THE AREA, SECTIONS AND SHELVES?

- Refer to handout “Labeling Your Library” (later in this packet)
- Contact ILTSS for suggestions.

11. HOW DO I SET UP THE CIRCULATION SYSTEM?

- Are there any existing schedules, circulation procedures, and policies?
- Meet with the Library Leadership Team or Administrator in charge of the library to work out efficient circulation procedures, policies, and the schedule. Be sure to enlist their aid to share this information with staff.
- Make teacher dividers for charging tray.
- Print out your patron barcodes.
- Implement schedules and begin circulating.

ILTSS is always available to answer pertinent questions. You can reach us by calling (213) 241-2733.