

FAQs

Here are some answers regarding how libraries are managed in Humble ISD. Procedures vary by campus and level. These are suggestions to get you started.

Your first stop should be the District Library site, off the main Humble ISD site.

1. What might librarians be responsible for buying? Responsibility varies by campus, budget, and new technologies.

- books
- eBooks
- AV materials and equipment (i.e.: DVDs , tape recorders, microphones,
- maps, globes, atlases
- kits (book with cassette, CD, or DVD, serials
- videos/DVDs and equipment
- additional research databases over what district or ESC provides
- If the school uses reading programs (i.e.: Accelerated Reading and Reading Counts) the librarian may need to buy accompanying software and licenses.
- music cassettes or CDs.
- professional books and journals
- other equipment, realia
- library supplies and tools used to maintain or process library materials.
- Destiny fees

2. What type of accounts do librarians maintain? Types and names of accounts vary by campus.

- Library Activity Fund
- General Supplies
- Capital Outlay Fund

3. How are library budgets determined? Budgets are determined by arrangement with campus principal.

- A common formula is
 - 1 book per year non-LEP student X avg. book price X # of students,
 - 1.5 books per ESL student
 - 2 books per bi-lingual.
 - Serials for students \$1.00-\$2.00 per student

4. Who is responsible for entering financial transactions entered into Munis?

- This varies with each campus

5. What should I do at the beginning of the year? These vary with campus.

- Sort and process summer mail, including serials
- Request from registrar a list of teachers with homeroom codes
- Set-up classes in Destiny
- Make library schedule for class visitation
- Set-up circulation notebook, run class barcode lists, check against class lists
- Check-out books and equipment to teachers
- Transfer broken equipment to warehouse or pick-up for repair
- Develop library orientation for staff and students

6. How do I run a book fair?

- Usually one per semester
- Schedule your fair in conjunction with evening parent events or national reading promotional weeks such as Teen Read Week, National Library Week, Children's Book Week, etc.
- Arrange with Scholastic, Richardson's, Barnes and Noble or other approved vendor. They will be able to provide detailed directions for running a successful fair.
- Secure help from PTA volunteers

7. How do I work with adult volunteers?

- Schedule a time to meet with volunteers through your PTA
- Provide an orientation to volunteers and discuss their areas of interest and library needs.
- New volunteers may need to complete volunteer application/paperwork/background check through the front office.
- Volunteers should always sign-in and get a badge at the front office
- Volunteers sign an AUP (keep on file)
- Volunteers need to provide contact information
- Devise a schedule so you know when to expect help from volunteers

8. How do I work with student aides?

- Elementary student helpers
 - Discuss any guidelines with the students' teacher.
 - Start with small tasks
 - Get a sense for their abilities and interests
 - Determine if they are able to be responsible about returning to class on time and performing library tasks accurately.
- Secondary library aides
 - Request student aides who are adept at alphabetizing, working with patrons, and accurately performing library tasks
 - Provide structured activities that will be graded for student aides. They are capable of shelving, working the circulation desk, and delivering items to classrooms.

9. How do I develop a library website?

- Determine access levels that are granted to librarians on your campus
- Make sure links in navigation menu work and are relevant to your site
- The library website home page should be simple, including contact information and upcoming library events. Use the left navigation menu to go into more detail regarding research, blogs, etc.
- School Wires tutorials and workshops are beneficial
- Look at other Humble ISD library sites to get ideas
- Update often!

10. How do I use Destiny?

- Read the online tutorials in Destiny. Click on the help link on every screen
- Attend district trainings
- Know the reports that can be generated from Destiny (i.e.: overdue books, lost books, titles without copies, etc.)

11. How do I order books?

- Determine approved vendors
- Use reports from Destiny to determine which areas of your collection need weeding and bolstering according to your school's curriculum

12. What lessons should I teach?

- Topics will be determined by the research TEKS
 - **Elementary School**
 - Correlate library lessons with grade level English Language Arts TEKS, and district grade level curriculum.
 - Plan activities and lessons incorporating local, state, and national programs, initiatives (i.e.: Texas Bluebonnet Program, ALA book awards, Children's Book Week, summer reading programs)
 - **Middle School**
 - **High School**

13. How do I end the school year?

- Plan dates for students and teachers to return library materials (approximately two weeks before last day of school)
- Make staff aware of dates and any changes to schedule and procedures.
- Set-up a final due date/fixed due date in Destiny for students
- Run class lists and parent notices for overdue/lost books
- Provide information on summer reading programs, reading lists (print and online), and schedule speakers on summer reading programs.
- Set-up an inventory schedule. Hardware directions are available on the Librarian's website.

14. What professional growth opportunities are available?

- Search escWorks for topics and trainings relevant to library administration, working with staff, working with students, working with the community