

urbana

middle school

library

# Faculty Guide

Urbana Middle School Library  
1201 South Vine Street • Urbana IL 61801  
217.384.3685

Faculty Hours • 8:00am to 4:00pm  
Student Hours • 8:35am to 4:00pm

Martha Rinne, Librarian

mrinne@usd116.org  
<http://www.usd116.org/ums/library.html>

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## **About UMS Library ▶**

### **Welcome**

Our culturally diverse collection aimed at early adolescent readers is comprised of over 12,000 books, 30 periodicals, and instructional media. Other features include five online public access computers (OPACs) for searching *Destiny*, the library online catalog, a nine station DELL minilab with Internet access, laser printers, a photocopy service for students, and a Faculty Reading Room. The library presents a full calendar of programs and exhibits throughout the school year in addition to scheduled classes. Programs are open to the greater UMS community.

### **Our Mission**

Our mission is to ensure that students and staff are effective users of ideas and information as specified in standards set by the American Library Association, the No Child Left Behind Act, and the Illinois Learning Standards for Language Arts. Furthermore, the Urbana Middle School Library practices policies and procedures that enable the library to function for the benefit of all its patrons.

## **Here is a Program Sampling ▶**

- ◊ Destiny Online Catalog > Search the online catalog 24/7 and place holds on desired items!
- ◊ Professional Collection
- ◊ Best books and magazines for preteens and teens
- ◊ eResources > Ask the librarian for home access codes!

## **Faculty Guide ▶**

### **Lending Policy for Faculty and Staff**

Faculty and staff are granted unlimited use of library books and instructional media. Transaction lists are distributed at the close of each semester.

### **Interlibrary Loan**

If UMS Library does not have your desired title, ask the librarian to borrow it from another library!

### **Library Passes**

Teachers are welcome to issue library passes to students for quiet, independent study and/or to check out books. Scheduled classes and programs always hold priority for space. Please limit passes to three students at a time unless prearrangements are made.

### **Scheduling Classes and Activities**

The library operates on a reservation system with flexible scheduling in order to accommodate many types of programming. The main room is designated as a quiet study area. The fiction room and instruction room are available for group activities and projects. Please schedule in advance to ensure available space. Also, please alert us before assigning research projects that require library resources. Submit a copy of the assignment to the librarian and convey details. Upon request, the librarian will gather collections of appropriate books and other instructional media to support units of study.

### **Delivery of Information Literacy Instruction**

The librarian collaborates with teachers throughout the year to integrate information literacy skills into the curriculum. Skills are taught and learned most effectively when they are integrated fully into the content areas rather than taught in isolation.

### **Content Area Literacy**

Reading teachers at all three grade levels are invited to schedule bi-weekly, 20 minute checkout periods for their students. Teachers are welcome to issue library passes to students in addition to, or in lieu of, a checkout period. The objective is to provide every UMS student with access to library resources on a regular basis. Schedules are subject to change. Booktalks and programming are not offered during this checkout period, but may be scheduled separately by request.

### **Distribution of Student Overdue Notices**

Student overdue notices are printed weekly and placed in team teachers' mailboxes for distribution.

### **Professional Collection**

A circulating collection of professional books, journals, and instructional media specific to middle level education is housed in the Faculty Reading Room.

### **Purchase of Books and Instructional Media**

Faculty and staff are encouraged to preview books and instructional media resources and recommend titles for purchase. Faculty input is imperative to the development of a quality, curriculum-specific library collection.

### **Audiovisual Equipment Distribution**

The library maintains an inventoried collection of TVs, DVD/VCR players, overhead projectors, carts, and CD players. TVs, DVD/VCR players, and overheads with carts are distributed equitably and strategically among teams and departments for the duration of the school year. These respective groups determine the best way to utilize the equipment allocated to them. Please post a calendar on TVs to facilitate sharing across teams and departments. An overhead with cart and a TV with DVD/VCR are held in the library as floaters and may be scheduled on a daily basis.

### **Audiovisual Equipment Repair**

A modest budget is earmarked for the purchase and maintenance of audiovisual equipment. The librarian makes minor repairs and adjustments to a-v equipment including bulb replacement (see below). Equipment in need of major repair will be sent out if deemed cost effective. Please report equipment in need of repair to the library staff via e-mail.

### **Bulb Replacement**

The library stocks a supply of bulbs for all inventoried projectors. Please e-mail the library or send the projector directly to the library for bulb replacement.