Media Center Volunteer Guide 

Welcome to the Media Center! We are so excited to have you help this year! Here’s a list of various jobs that need to be done on a daily/weekly/monthly basis and others that are more periodic. Please don’t hesitate to ask questions or offer suggestions about the procedures. Please always sign in at the office before coming to the Media Center. You may put your purse/personal belongings in the cabinet in the Professional Library room.

**Daily:**

* Check In/Check Out-We have a student self-circulation system. Please help monitor the students as they are using the computer stations for these purposes. Facilitate rather than doing it for them. Please make the students use the appropriate station for checking in and checking out. They are marked with “steps” signs to guide students through both processes.
* Helping Students Locate Books-We use the Destiny Discover circulation program. It is super simple to navigate. The students should know the icon on the desktop screen. Once in the program, students need to enter a keyword into the search box to locate materials. Please assist any students who you see struggling to spell their search word or operate the program. When the student chooses a book, he/she should write down the title and call # on the call slip provided. That will help them find the book on the shelf. If you see any students having trouble locating a book, please assist as necessary.
* Shelving books-Books that have been checked in will be on the red cart next to the check in station. Students should be placing the books on the appropriate cart shelf according to the book classification. E=Everybody, F=Fiction, N=Numbers for Non-Fiction and B=Biography (92’s) The easiest way to shelve books is to first put them in order on the tan shelving cart (Non Fiction) or blue cart (Everybody and Jr. Non Fiction on one side and Fiction on the opposite side). ABC order by the author’s last name for the Everybody and Fiction sections and by the Dewey Decimal # system for Non-Fiction. Biographies are all marked with a 92 on the label, and they are shelved in ABC order by the person’s last name. Ex-George Washington would be in the W section. Then, you can wheel the cart around to the different shelves to put them back in their “homes.”
* Shelf Elf Straightening-As you are shelving books, you will see many books that are out of order, upside down, backwards, laying down or maybe pushed to the back. Please take the time to correct any books that are out of place and straighten up the shelves. We try to keep the books pushed up towards the front of each shelf so that students can see the spines easily. The bookends on the right side of the shelved books often need to be adjusted to tighten up the books or make room for the ones being shelved. If you find shelf markers, please return them to a shelf marker bucket found around the Media Center.
* General Housekeeping-There is a swifter duster and wipes located in the cabinet under the check-in station. Feel free to dust/clean the tops of the bookcases or shelves whenever you see a need. With the black paint, every speck of dust shows up. We are also trying to remind the students to clean up after themselves. Please encourage them to tuck in chairs, pick up trash and leave the computer areas nice and neat after use. The pencil/bookmark/shelf marker area always needs straightening. Please also sharpen pencils if needed.

**Weekly:**

* Gathering Materials for Teachers-I will often have lists of materials that individual teachers need. Pulling the materials and checking them out to the teachers is a big help to them and me. Some teachers want specific books while other just like a variety of extra books in their room for students to use. I will put any lists that I receive and need to be filled in a folder at the checkout station.
* Weeding books-This refers to pulling materials that are out-of-date, in bad shape or not circulated for long periods of time. Taking these materials off the shelves helps to make room for new materials. The process is fairly easy. I can run reports to list specific books that should be pulled. Your job would be to find the books, put them on a cart and then delete them from Destiny. It involves just a click of the scanner and removal of the barcodes. These books are then either given to classroom teachers or recycled.
* Book Repairs-I have supplies to fix many of the books that require repairs. Most just need basic things like pages taped, new labels, or spine repair. I try to put a sticky note on each one as it arrives at the Book Hospital Crate, so the issue is easily identified. If you feel comfortable doing repair work, I will show you where the supplies are kept and share my tricks of the trade.

**Monthly:**

* Magazines-As we receive our new magazines each month, they need to be put in the correct magazine jackets for circulation. Old copies are available for teachers to take and use in their classrooms.
* Bulletin Boards Displays-If you like to do Bulletin Boards, let me know. I have a board in the Media Center that will need to be changed out monthly. I can give you ideas or you can be creative on your own. Pinterest is a great place to get ideas!

**Periodically:**

* Cataloging Books-As new books come in, they must be entered into Destiny and labeled for circulation. This is a tedious task. Generally, I will complete the Destiny entries, but may need help labeling the books before they can go on the shelves.
* Book Round-ups-Before the holiday break in December and again at the end of the year, I’ll need volunteers to help round-up missing books from students. This will involve running report lists from Destiny and going to the classrooms to remind students of materials that need to be turned in.
* Inventory-This process is usually completed at the end of the year. It involves scanning every media material in the Media Center to account for everything before the students and teachers leave for the summer.
* Special Projects-There will always be extra projects that will pop up from time to time. I will email everyone when something comes up and see who’s available to help out.