

## **GUIDELINES FOR THE SUPERVISION OF STUDENTS IN ELEMENTARY LIBRARIES**

The following guidelines are developed to assist school committees as they plan to ensure success with library/media coordinators assuming student/class supervision responsibilities.

- § A school committee, including the principal, JSSC and library/media coordinator, should be organized to enhance the time classes are in the library.
- § The school committee will monitor the plan during the school year and provide support for success.
- § The first week and the last week of school are reserved for library/media coordinators to work on housekeeping tasks. This does not preclude a schedule that allows classes, accompanied by the teacher, to have a brief check out session during the first week of school.
- § Several activities may be conducted for classes in the library. Story times, introduction of new books through book talks, and teaching library skills are examples. The committees should determine what is most important for the students in the school and focus on one or two activities. Reading incentive programs should be centered in classrooms, with the library/media coordinator providing support.
- § Student behavioral expectations should be established by the committee and taught jointly by classroom teachers and the library/media coordinator. Extreme discipline problems may result in students being sent back to the classroom.
- § Library/media coordinators are not expected to supervise students in assemblies, during field days, and at other special activities.
- § Scheduled library periods missed due to holidays will not be made up. Book exchange times may be scheduled.

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