



AISA LIBRARY

Parent Guide 2025–2026

What the kids call us



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LIBRARY INFORMATION

**Mondays-Thursdays:
7:30-4:30PM**

Fridays: 7:30-1:30PM

No food/drink in the library

Borrowing Policy

PS-PK: 2 books

Kindergarten: 3 books

Grades 1-2: 4 books

Grades 3-5: 5 books

Grades 6-8: 6 books

Grades 9-12: 7 books

Adults: 10 books

YOUR PARAGRAPH TEXT



LIBRARY

RULES & EXPECTATIONS

IN THE LIBRARY



- Listen to the Librarian
- Follow instructions
- Use walking feet



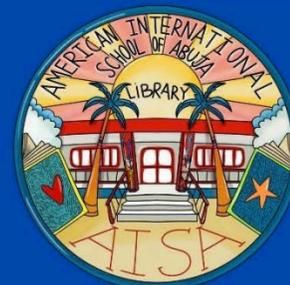
- Remember that this is a shared space
- Use whisper voices
- Use headphones or low volume on devices



- Use "I changed my mind!" baskets
- Pack up games
- Eat and drink outside the Library



- Use kind words
- Take care of Library materials
- Clean up after yourself





Dear AISA family,

Students are encouraged to borrow books as often as possible from the AISA Library. Please help your child to understand the tremendous trust placed in them to take care of our shared books and **return them to the library**. Students should practice keeping their library books in the same place (e.g.: a bedside table) so that they do not get lost. Thank you very much, and happy reading!

Borrowing Policy

- PreSchool & Pre-Kindergarten: 2 books
- Kindergarten: 3 books
- Grades 1 & 2: 4 books
- Grades 3-5: 5 books
- Grades 6-8: 6 books
- Grades 9-12: 7 books
- Adults: 10 books

When I use the AISA Library, I agree that

- My books are due every week and may be renewed for up to two weeks.
- I will keep books away from pets, babies, water bottles, and food.
- I will keep my library books clean, dry, and neat.
- I will not dog ear pages, but will use bookmarks to keep my place in a book.
- I will pay for any lost or damaged books so that the library may buy them, again.
- **(Parent): If my child borrows books that I do not approve of, I will talk to them about what they should be reading.**

Have fun reading!

Please sign, cut, and return the section below. Keep the top part at home to remind your child about our agreement.

Cut here



I agree to take care of the books that I borrow from the AISA Library. I know how important it is to be careful with the books, keep track of them, and return them so that others may enjoy reading them, too. I agree to pay for lost or damaged books so that they can be purchased, again. This agreement allows me to borrow books from the library.

Student's full name: _____

Parent's/Caregiver's name and date: _____

At the beginning of the year, EC/ES students take this agreement home, read it with you, and return it in order to begin borrowing books.



Dear AISA student,

You are encouraged to borrow books as often as possible from the AISA Library. Please understand that AISA has placed tremendous trust in you to take care of our shared books and **return them to the library, in excellent condition**. You should practice keeping your library books in the same place (e.g.: a bedside table) so that they do not get lost. Thank you very much, and happy reading!

Borrowing Policy

- PreSchool & Pre-Kindergarten: 2 books
- Kindergarten: 3 books
- Grades 1 & 2: 4 books
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- Grades 6-8: 6 books
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- **I will keep books away from pets, babies, water bottles, and food.**
- I will keep my library books clean, dry, and neat.
- I will not dog ear pages, but will use bookmarks to keep my place in a book.
- I will pay for any lost or damaged books so that the library may buy them, again.
- ***I am responsible for choosing books with appropriate content for my age. Otherwise, it is my responsibility to talk with my parents about what I should be reading.***

Have fun reading!

Please sign, cut, and return the section below. Keep the top part at home to remind you about our agreement.

Cut here



I agree to take care of the books that I borrow from the AISA Library. I know how important it is to be careful with the books, keep track of them, and return them so that others may enjoy reading them, too. I agree to pay for lost or damaged books so that they can be purchased, again. *This agreement allows me to borrow books from the library.*

Student's full name: _____ Grade: _____

This is the Middle & High School version, which students will sign independently in order to borrow books.



Library Programs & Weekly Lessons

Early Childhood Library Lessons

Children in Pre-School
- Grade 1 practice early
literacy skills to help
them get ready to read
and write.



Talking



Singing



Reading



Writing



Playing



Every **CHILD**
Ready to **READ**
@ your library

The early literacy environment matters.

Every Child Ready to Read® @ your library® is a program of the Public Library Association and the Association for Library Service to Children, divisions of the American Library Association. Every Child Ready to Read® @ your library® is a registered trademark and is used with permission. www.everychildreadytoread.org/

This work is created by Library of Virginia with funds from the Institute for Museum and Library Services and licensed under a Creative Commons Attribution-Non Commercial-No Derivs 3.0 Unported License.

Early Childhood Library Lessons

To learn more, scan the qr code.



Singing

Singing slows down language. It helps children hear the smaller sounds in words. There is also a different note for each syllable so they hear words broken down in to parts, supporting phonological awareness. This helps children later sound out words. Some songs have interesting words that we would not hear in normal conversation with young children, so they are also building vocabulary.

As you sing with children, you have the opportunity to support their pre-reading skills in little ways that add up to make a difference by the time children enter school. Using the five practices (Talking, Singing, Reading, Writing and Playing) to support the early literacy skills in enjoyable ways is the best way to help children enter school ready to learn to read.

Discover some ideas at DaybyDayVa.org.



Talking

Children start to learn language by hearing people talk. This is oral language! When you talk with your baby, your baby is hearing the sounds of the languages you speak, learning what words mean as you point to and label things. Babies will start to babble and their babble uses the sounds they have heard. As children get older they follow directions, repeat your words, respond to what you say with words, phrases, and then whole sentences. Listening to children while they speak is as important as talking to them. Young children need more time than adults do to figure out what to say and how to say it. Having your children talk, tell and retell stories, and tell you what they know all helps them to later understand what they read.

When you add new words and information to conversations with your children, you are developing their vocabulary and background knowledge. When you talk with them about signs and logos, you are developing their print awareness. When you talk with them about shapes and observe what is alike and different, or point out letters, you are developing their letter knowledge.

As you talk with children, you have the opportunity to support their pre-reading skills in little ways that add up to make a difference by the time children enter school. Using the five practices (Talking, Singing, Reading, Writing and Playing) to support the early literacy skills in enjoyable ways is the best way to help children enter school ready to learn to read.

Discover some things to talk about at DaybyDayVa.org.



TEXT BY SAROJ GHOTING



Playing

Play, in addition to being fun, helps children to think symbolically. One item represents another—a block might represent a telephone. This kind of symbolic thinking is the same kind of thinking that is used for reading. Pictures and letters represent real things. Dramatic play, when children act out stories, helps them build background knowledge—how stories work. As you play with children, you have the opportunity to support their pre-reading skills in little ways that add up to make a difference by the time children enter school. Using the five practices (Talking, Singing, Reading, Writing and Playing) to support the early literacy skills in enjoyable ways is the best way to help children enter school ready to learn to read.

Several libraries in Virginia have Early Literacy Activity Centers or places for children to develop early literacy skills through play.

Discover some ideas at DaybyDayVa.org.



TEXT BY SAROJ GHOTING

Reading



Shared reading is the single most important activity that you can do to help children get ready to read, even from birth! Remember to keep the interaction around the book a positive one. When children have positive experiences around books and reading they are more likely to stick with learning to read when they get to school, even if it is difficult.

Books have different words than the words of conversation so children learn more words when you read books to them. Some board books for babies actually do not have many words, so you would add some to those on the page. In this way you are developing your children's vocabulary.

Reading books helps develop children's background knowledge. When you read story books, they learn the structure of story so that when they are asked to write a story in school they know what to do. When you read factual books with young children you respond to their curiosity and help them learn about the world.

When pointing to the words in the title or a repeated phrase you support print awareness. You can point out letters in any book or share alphabet books to support letter knowledge. Many books for young children include the sounds of animals and have rhymes, both of which support phonological awareness.

As you read with children, you have the opportunity to support their pre-reading skills in little ways that add up to make a difference by the time children enter school. Visit your public library for books your librarian is knowledgeable and delighted to help. Using the five practices (Talking, Singing, Reading, Writing and Playing) to support the early literacy skills in enjoyable ways is the best way to help children enter school ready to learn to read.

You might also share the book from Tumblebooks library or the book of the day on DaybyDayVa.org.

Discover some ideas at DaybyDayVa.org.



TEXT BY SAROJ GHOTING



Writing

Reading and writing go together. Both are ways to represent the spoken word. Writing goes through stages from light markings to letter like forms to drawing letters to forming them. Writing helps children understand that print has meaning. When children scribble and then say what it means, they are understanding that what they have written or drawn means something. The beginning of writing for very young children is learning how to use their hands and fingers so that later they will hold crayons and pencils.

As you write with children, you have the opportunity to support their pre-reading skills in little ways that add up to make a difference by the time children enter school. Using the five practices (Talking, Singing, Reading, Writing and Playing) to support the early literacy skills in enjoyable ways is the best way to help children enter school ready to learn to read.

Discover some craft/writing ideas at DaybyDayVa.org.



Elementary Library Lessons

Children in Grades 2-5 learn about different genres, building reading stamina, and choosing good fit books.

<p>G2-5</p>	<ul style="list-style-type: none"> • Book Care & Rewards: Checking books for damage, water/food, etc. • Book choice (Just right books, nonfiction) & Reading stamina (BEANSTACK) • Library orientation & procedures <p><i>*Choose 1 nonfiction book to borrow</i> <i>*Read a book about Nigeria</i></p> <p><i>**G4-5: Learn how to read/sort call numbers</i></p> <ul style="list-style-type: none"> • Library for Kids: Rules, History. 	<ul style="list-style-type: none"> • Book Care • Book choice (Just right books) & Read (BEANSTACK): Book formats & genres (picture books, chapter books, realistic fiction, fantasy, mystery, adventure, spooky, science fiction, historical fiction) • Library resources • Book formats <p><i>*Choose 1 book from selected genre/type for the month</i></p> <p><i>*Read from selected genre/type</i></p>	<ul style="list-style-type: none"> • Book Care • Book choice (Just right books) & Read: Book formats & genres (picture books, chapter books, realistic fiction, fantasy, mystery, adventure, spooky, science fiction, historical fiction) • Library resources <p><i>*Choose 1 book from selected genre/type for the month</i></p> <p><i>*Read from selected genre/type</i></p>	<ul style="list-style-type: none"> • Book Care • Book choice (Just right books) & Read: Book formats & genres (picture books, chapter books, realistic fiction, fantasy, mystery, adventure, spooky, science fiction, historical fiction) • Library resources <p><i>*Choose 1 book from selected genre/type for the month</i></p> <p><i>*Read from selected genre/type</i></p>
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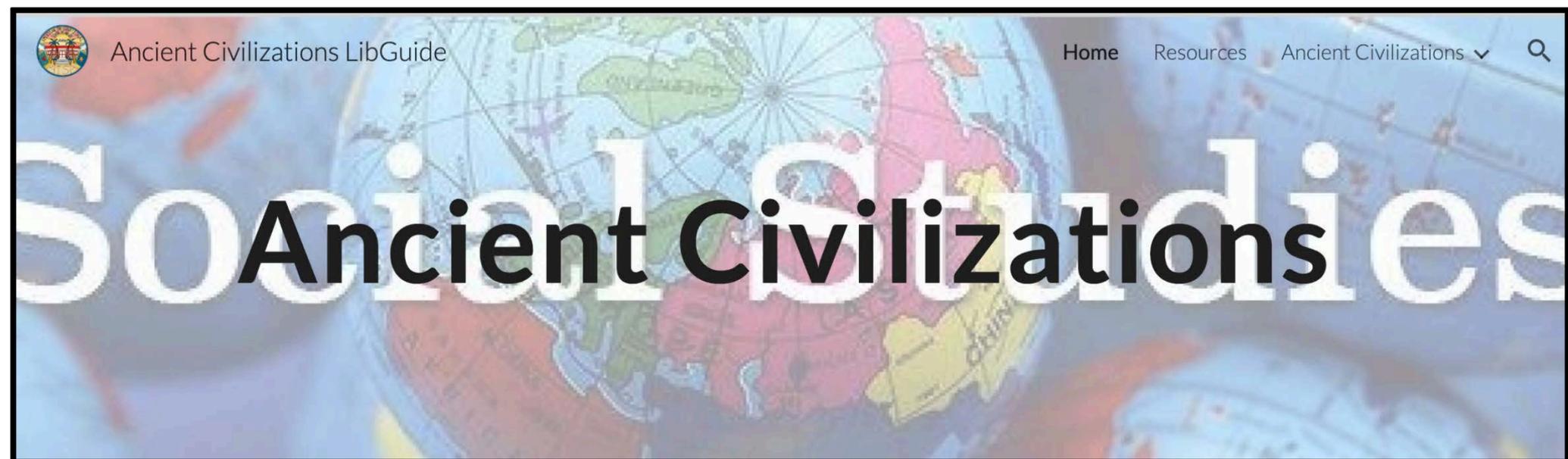
Middle & High School

Students have access to:

- Curated booklists
- LibGuides
- Co-taught lessons on research skills, information & media literacy

Visit

<https://www.aisabuja.org/library>
to see our LibGuides.



Library Programs

Throughout the year, the library holds contests and special activities to engage the community. Parent volunteers are also welcome.

Programming Calendar

Programming	August-September	October-November	December-January	February-March	April-May <input type="button" value="▼"/>
Contests/Games/Programs	<ul style="list-style-type: none"> Bookmark making contest Jigsaw puzzle/Origami Staff orientation: handout info on bookmarks, then book talk <i>Book talks for English, Social Studies, and ES teachers during orientation</i> 	<ul style="list-style-type: none"> Two sentence story contest Spooky art contest Pumpkin coloring contest Jigsaw puzzle 	<ul style="list-style-type: none"> Library Shelfie Day Jigsaw puzzle 	<ul style="list-style-type: none"> DEAR whole school (Drop Everything and Read) Jigsaw puzzle 24th - Battle of the Books (g4-5)) 	<ul style="list-style-type: none"> Poetry contest Game of Flags Jigsaw puzzle
Bulletin Boards	<ul style="list-style-type: none"> Welcome back! Nigerian displays 	<ul style="list-style-type: none"> Oct: Nov: Native American Heritage Month 	<ul style="list-style-type: none"> Holidays around the world 	<ul style="list-style-type: none"> Black history Women's history Ramadan 	<ul style="list-style-type: none"> Poetry Month April: Arab American Heritage Month May: AAPI Month
Book Displays	<ul style="list-style-type: none"> Nigerian books Library books 	<ul style="list-style-type: none"> Native American authors and books 	<ul style="list-style-type: none"> Read Africa Holidays around the world 	<ul style="list-style-type: none"> Black authors Women authors Ramadan books 	<ul style="list-style-type: none"> Arab authors and books AAPI authors and books
Book Fairs/Authors	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Book Fair 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Book Fair 	<ul style="list-style-type: none">



Borrowing Books



Browsing the Shelves

Changed your mind about a book you took from the shelf? Put it in a basket or leave it on a table. Please, do not reshelve it!



Returning Materials

****Aug-Oct: ECES students may borrow up to 2 books at a time to ensure that they can keep track of them. Nov.-May: We will follow the usual borrowing policy.*****

ECES: Books are due every week

MSHS/Adults: Books are due every two weeks

*Students may renew books up to twice**

Lost books must be paid for at the Business Office

We do not charge overdue fines



Lost/Damaged Books

Tips for helping children care for library books



- Please help your children **return library books directly to the library**, not to the classroom.
- **Please teach your children to keep water bottles and food away from books.**
- Students who need help practicing responsibility may keep their library books in the classroom (seat pocket, book box, etc.) OR may designate an area at home that everyone knows is for library book storage.
- Student library accounts with books that are 4 weeks or more overdue will be referred to the Business Office for follow up. Students may continue to borrow books during that time.

Resources

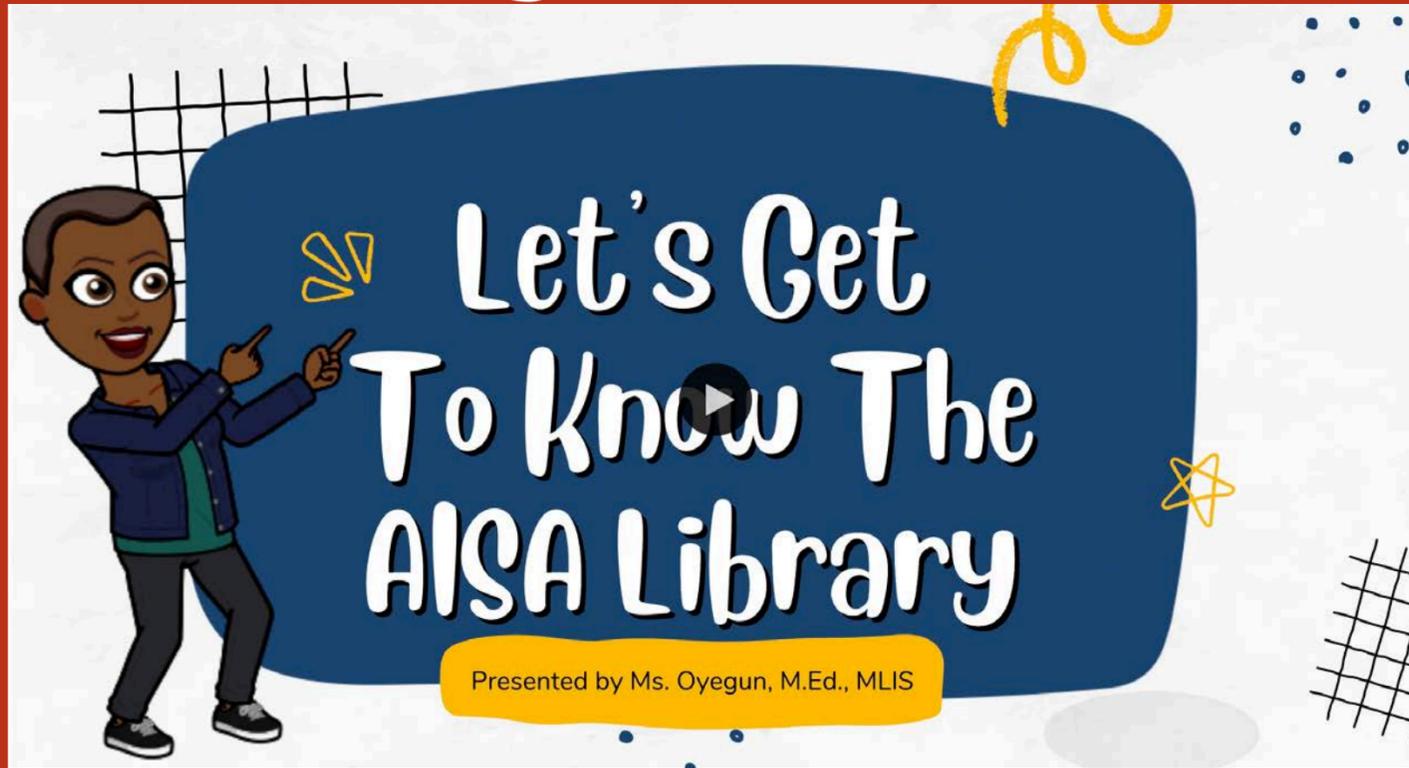
Surpass Library Catalogue



Explore our
new
catalogue!

<https://americanschoolabuja.library.site/>

Library website



Reading tracker



Beanstack

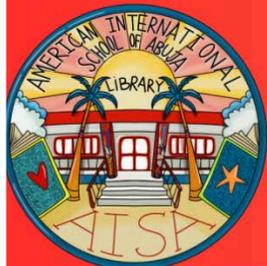


Beanstack Family Account

On Beanstack Go, you may create a family account, create individual profiles for family members, then register everyone for reading challenges.

1. Download the Beanstack app on iOS or Google Play.
2. Scroll down and choose "Beanstack Go".
3. Create profiles for each family member.
4. Register members for reading challenges. Beanstack Go is a free app which anyone can use. *It is NOT connected to our school subscription which is for teachers and students, only.*

Need help? Write to Ms. Oyegun at osa.oyegun@aisabuja.com.



AISA Student login for Beanstack

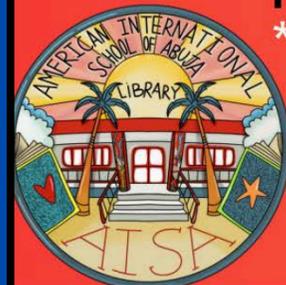
Login link: https://aisabuja.beanstack.com/users/sign_in

Username: First part of your AISA student e-mail address before the @ sign. Ex.: The username for noamineo@aisabuja.com would be noamineo.

Password: Crocs12345

***Change your password immediately and write it down somewhere.**

Need help? Write to Ms. Oyegun at osa.oyegun@aisabuja.com.



Sora Digital Catalogue

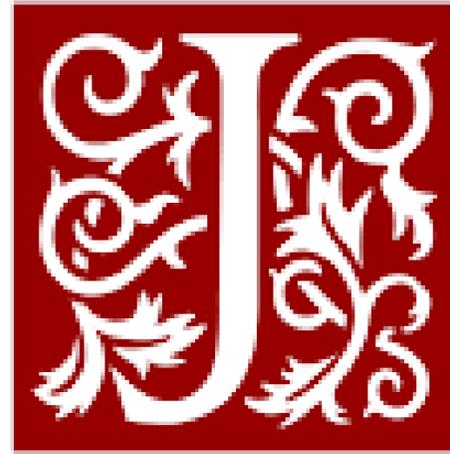


Need a copy of an e-book or audiobook? Ask the librarian to purchase it and add to Sora.

****Use your AISA e-mail account to log in.***

<https://soraapp.com/library/aisa>

Research Databases



JSTOR

[jstor.org](https://www.jstor.org)

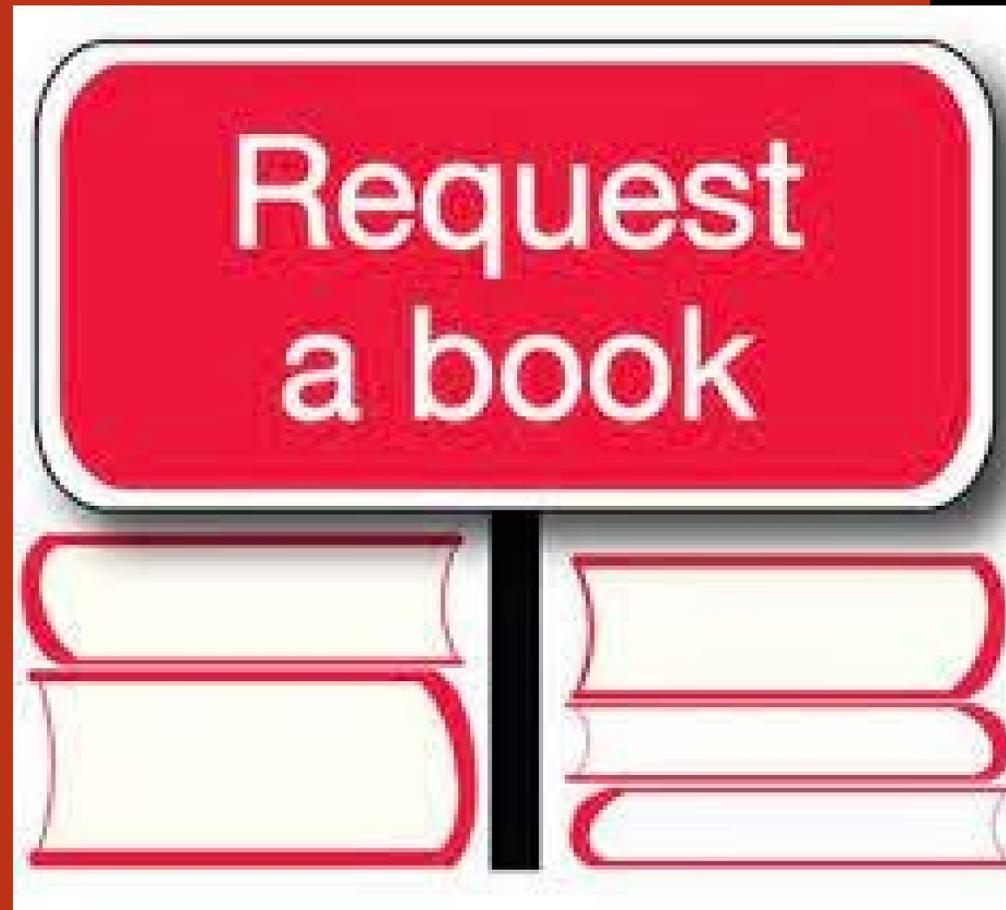
<https://school.eb.com/levels>



Library Instagram



E-mail Ms. Oyegun to request a book:
osa.oyegun@aisabuja.com



[instagram.com/aisa.library](https://www.instagram.com/aisa.library)

Games



You may find games, Keva planks, Magnatiles, and Lego to play with at the Library. Just ask at the circulation desk.

**Games are not circulated outside the library.*

Free Library



Students always leave the library with a book!

Books are sourced from donations in good condition.

Free Library



Rules

Share a book: Bring one or more books that you would like to give away. **GIVE THE BOOKS TO A LIBRARIAN SO THAT WE CAN ARRANGE THEM ON THE APPROPRIATE SHELVES.**

Take a book: Take one book that you would like to keep.

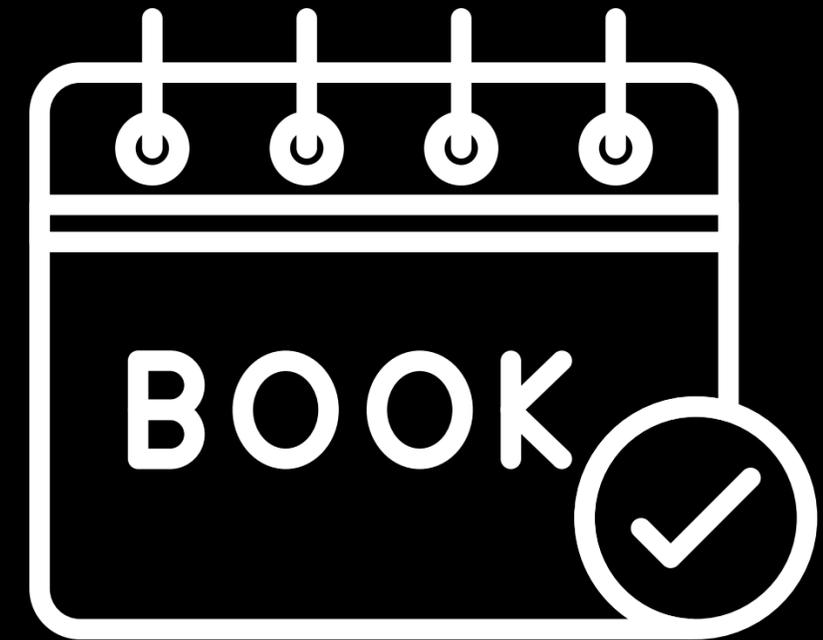
Services

Calendar



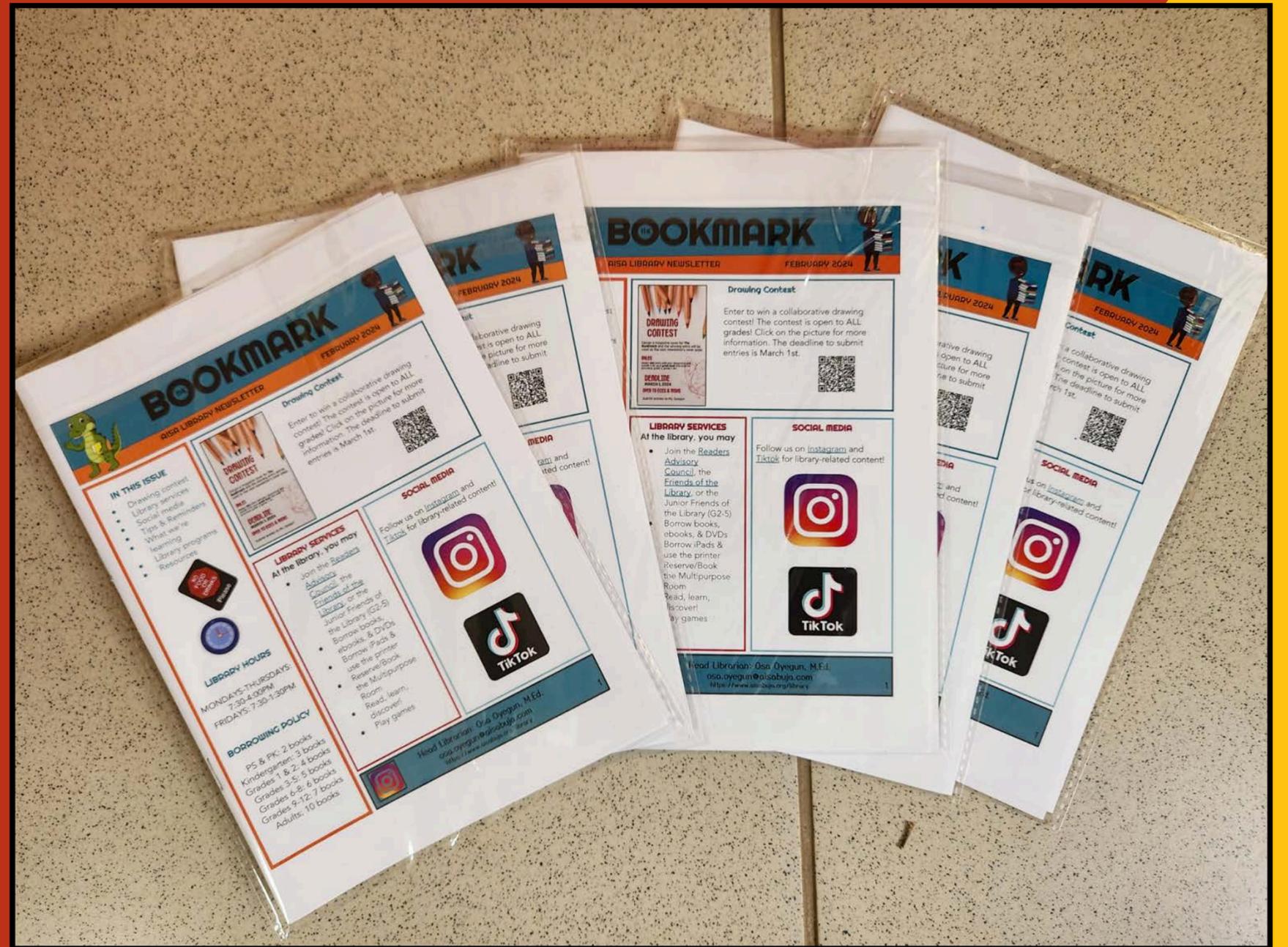
Multipurpose Room

Parents and students may reserve
the multipurpose room in the library
for meetings or study sessions.



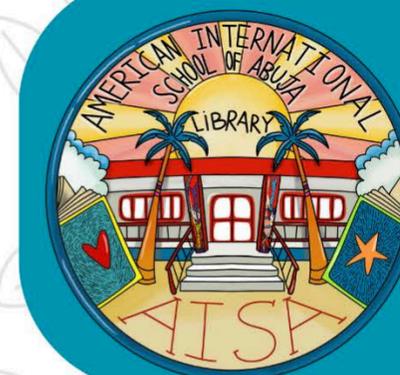
Services

- Weekly PreSchool- grade 5 library lessons
- MSHS collaboration
- Booking the library or multipurpose room
- Black & white printing
- Reservation of library spaces for events, meetings, assessments, & studying



AISA Library Services

LIBRARY COLLABORATION



Instructional Partnership

Co-planning, co-teaching, co-assessing

Focus on Information Literacy

- Research skills (ask, search, assess, cite)
- Database access and usage
- Lateral reading and fact checking
- News literacy, media literacy
- Inquiry learning

Focus on Digital Citizenship

- Digital footprint
- Responsible, ethical, and safe internet usage
- Cyberbullying & harassment
- Privacy and security

Focus on Reading

- Reader's Advisory
- Book Talks
- Ebook & audiobook promotion & access
- Library Visits
- Book List Curation
- Reading Tracking & Incentives
- Independent Reading in Curriculum
- Book Studies

Staff Resources

Resource curation & access

Help with copyright / Fair Use questions

Use of library space

- Change of scenery for class
- Variety of spaces for small group activities
- Desktop computer access

Visit Us!

Library hours:
7:30am - 4:30pm
Scan below
for library calendars.

Books, iPads, &
headphones available

31



Osa Oyegun

Head of Library



✉ osa.oyegun@aisabuja.com

🌐 www.aisabuja.com/library

📷 www.instagram.com/aisa.library

Library Collaboration

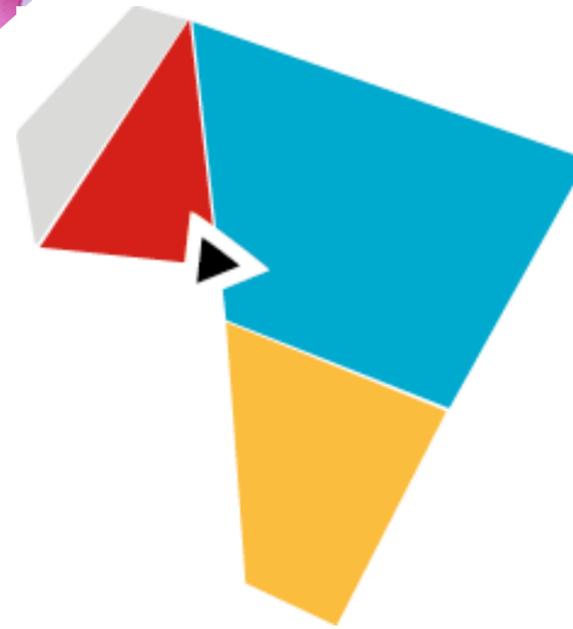
In the library,...

- 1. Students can read, relax, and learn!**
- 2. Teachers can collaborate with the librarian to curate unit lists and LibGuides for students.**
- 3. Students who "hate" reading get a chance to change their minds.**
- 4. Teachers can co-teach lessons with the librarian.**
- 5. Students can practice critical thinking & cooperative skills when playing games.**
- 6. Students can learn information & media literacy skills.**
- 7. Students can browse curated Book Tastings to find what they like easily.**

Library Engagement

- **Parent volunteers**
- **Contests**
- **Book Fairs**
- **Author visits**

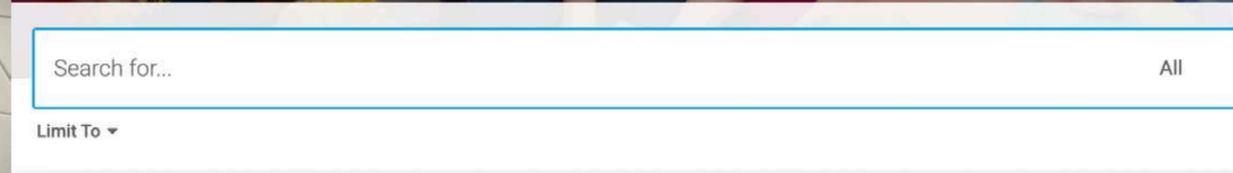
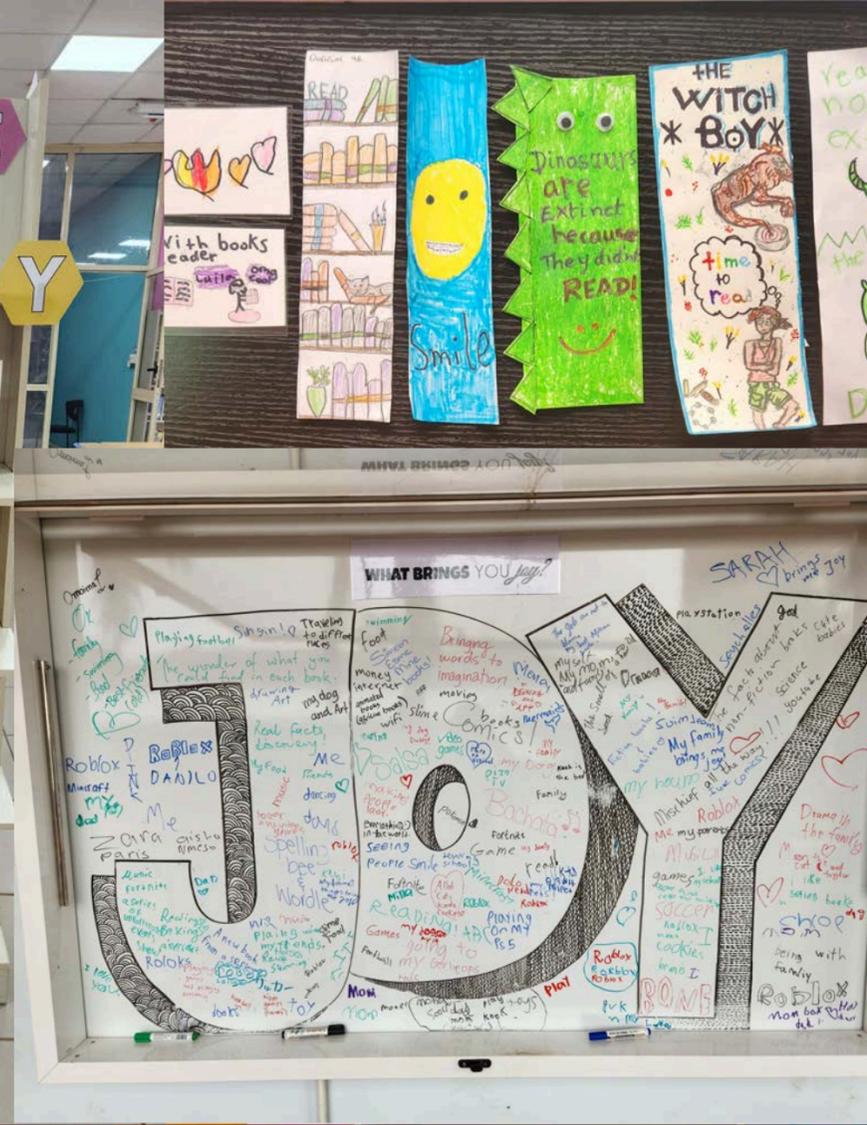




AISA LIBRARY

Annual Report 2023–2025

1. Finished organizing every section of the library
2. Transitioned to a new database
3. Welcomed authors, Sherri L. Smith and Mona Johnson
4. Created LibGuides for Middle School students
5. Subscribed to the Republic Journal
6. Welcomed a Nigerian publisher, Cassava Republic Publishing Press, to AISA
7. Introduced Storytime lessons to EC students
8. Added a new circulation desk in 23-24
9. Ran library engagement contests
10. Reupholstered furniture
11. Added new bookshelves & other furniture
12. Weeded books and donated them to our Free Library & NGOs
13. Added air purifiers to all library spaces
14. Added hundreds of new books to our collection
15. Promoted library events across all AISA mediums
16. Hosted two Book Fairs per year



25-26 Main Goals

- **Promote use of new database (Surpass)**
- **Collaborate with MSHS**

Questions for the Librarian?

osa.oyegun@aisabuja.com



Book an Appointment

