

Welcome to the library. Thank you for coming in! Our goals are to help keep the library running smoothly and to make the time you spend here as productive as possible. Our library aide's hours are limited. Therefore your help is much needed and greatly appreciated.

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Our **FIRST PRIORITY** is to check in returned books and check out new selections. This must be completed during each volunteer's session. This year we are using Destiny Library Manager, which automates the process. If the library aide, Helen Downes, is present, she can get you into the program. If not, unlock the computer by pressing CTRL/ALT/DEL. Then type the following into the computer to get into the Belmont Public Schools system:

username: lvolunteer (letter l volunteer)  
password: dewey1 (dewey number 1)

This should bring up the desktop. Click twice on the "Destiny" icon *Welcome to Belmont Public Schools*. Once you have opened the program, click on Winn Brook School. This will bring you to the main catalog page (guest view). Here you can access our collection. You may type in a book's title, author, or subject and it will show you what is available.

**BOOK CIRCULATION:** To access the Circulation function in Destiny, you must log in (button is at the top right corner). If Library Aide is available, she can type in her username and password. If she is not available use the following login

Username: winn\_volunteer  
Password: winn2014

This will bring up a series of tabs at the top of the page. To check a book in or out, click on the **Circulation** tab.

**CHECKING IN BOOKS:** Once you have clicked on the Circulation tab, go to the options on the left hand side. Click on "Check In;" then scan the Winn Brook Library barcode, located on the bottom front cover of each book. If you hear a "ding dong" sound, the book has been successfully checked in. If you hear a "honk," it just means the book was overdue (but it has still been successfully checked in). Once the books have been checked in, they should be sorted by category on the book trucks to the right of the circulation desk and are ready for shelving.

**RENEWAL BOOKS:** Have students set aside books they wish to renew in the Renew bin; however, you should go ahead and check these in with the rest of the books (then place them back in the bin) so that they do not appear on the overdue list. A student may check-out the book again at check-out time.

**OVERDUE REPORTS:** After you check in the books, but before the students come over with new books to check out, run a report that lists the children who forgot to return their books. These students cannot check out a new book. Directions to generate this report are in the front of the "Student barcodes" binder. Look for "How to print Overdue lists."

**CHECKING OUT BOOKS:** Click on the Circulation tab and click on the "Check Out" option (top left hand side) Make sure **To Patron** is selected, not homeroom on right hand side, below the green bar. There are a number of ways to check out books. This year, we are using the Patron Barcodes, which are in the Circulation Binder. Make sure cursor is in the box which follows FIND. Click on student's barcode. Before you allow the student to check out, make sure he/she has no books already out. (Look under the "Items Out" heading at the bottom of the student's record for this information.) **If a student already has a book out, or has reached grade level limit, he/she may not check out another book.** Then scan the barcode on the front cover of the book. Listen for the ding-dong sound. Proceed with the next student. Remind students that their books are due in one week.

**LOST OR DAMAGED BOOKS:** If a child thinks his book is lost or damaged he should speak with the library aide. Said books need to be paid for or replaced.

**PROBLEM BOOKS:** Any book missing a barcode should be set-aside for the library aide. If a book needs repair, set it in the *book hospital box* below the circulation desk. If you have any questions or problems, please ask the aide.

**LOGGING OUT:** If you are volunteering on a day Helen is not in the library, please log out of Destiny (button is at the top right corner), close the Internet window, and log off the computer by clicking on the Start icon at the bottom left corner of the screen: choose **Log Off**, Do not Shut down.

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Our **SECOND PRIORITY** is to shelve returned books. **This should be done after training with the library aide.**

The library collection is divided into four basic sections (plus special shelves for popular series):

All the **Fiction (FIC)** and **Easy Fiction (E)** are alphabetized by the first three letters of the author's last name.

**Nonfiction** books (Dewey decimal numbers) are in numerical order. They are shelved first by number, then by the first three letters of the author's last name within the same number.

**Biographies (920-921)** are shelved on the two bookcases that you face as you enter the library. 920 (group biographies) are shelved by the last name of the author. 921 (individual biographies) are shelved by the last name of the person the book is written about.

**SPECIAL SHELVING** Some books in popular series, such as Boxcar children and the ABC books, are shelved in their own distinct areas. **Please refer to the detailed shelving guide posted in the library for complete lists of these special sections.**

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Our **THIRD PRIORITY** is to maintain the library's collection. If you have time you may:

- \* Check in any books on the **FRONT** of the return cart.
- \* Check the **BACK** of the return cart to see if there are books to be shelved.
- \* "Shelf read" the areas of the library that are constantly used. This means to straighten out and keep in order a certain section.
- \* Volunteers can help with many other projects such as mending books, processing new books, and tracking down overdue books.