



LIBRARY LINKS

Library
Overview



Three Home Link Libraries?



With three libraries available to Home Link parents and students at two different campuses, sorting through the rules of using them can be confusing!

So we are going to repeat a lot of information I provided in last March's newsletter for everyone's benefit. A few things *have* changed, so please take the time to read through this article to familiarize yourself with current policies and benefits!

Deer Park Main Library: 468-3371

Hours: 8:45 am—3:45 pm

Tuesday: Sue Bierce

Wednesday: Carol Willis

Thursday: Charlotte McCoy

Clayton Library: 468-3321

Hours: 8:45 am—3:45 pm

Monday: Charlotte McCoy

Tuesday: Charlotte McCoy

Wednesday: Sue Bierce

Thursday: Sue Bierce

Length of checkout for the main libraries is **3 weeks** for books and **1 week** for media checkouts.

Resource Library: 468-3399

Kathy's Hours: 9:00 am—2:00 pm

Tuesday, Wednesday, Thursday

The Resource Library operates differently than the other two libraries in Home Link. It is available to Home Link families any time Home Link is open. Even when

a class is taking place in the Resource Room, moms are welcome to quietly browse and consult with Kathy if they'd like. If Kathy is not in and you want to check something out, grab a **Curriculum Check Out Form** from the wall by the Southwest door and fill it out. Your User ID is the one you use to sign in to do your lesson plan—generally the first 6 letters of your last name and your first initial. There is now a **red basket** for completed forms on the desk by that same door. When it's time to return items, **please do not put**

them back on the shelf — the computer will show you still have them! Instead, please place them in the **'Curriculum Returns'** bin by Kathy's desk. If you are turning in items you have purchased with your

allocation monies, please take them to Connie Lambert at the front desk first, so that they can be marked as returned in your Home Link file. She will pass them on to the Resource Library.

If you would like to donate items, please only bring in usable, clean items that you have found to be helpful in homeschooling. You may put them on the desk/table area in the Resource Room and Kathy will sort through them to determine if there is anything that the Resource Library or Main Library can use. If they are not needed, they will be



placed on the free shelves for other families to take. Length of check out time for the Resource Library items varies by the item's location. Items on shelves marked **Sample** or items marked **Sample** themselves are there for you to review to see if you would like to purchase that curriculum. To keep them available for other families, the check out time is **one week** only.

The **Reproducibles Shelf** items **do not check** out at all. Please just make copies and return the book to the shelf.

Sonlight Readers on the **Sonlight** Bookshelf (by the Main Library door) check out for **4 weeks** so that they circulate and other families can use them. The few **Sonlight** curriculum binders we have and any **Sonlight** reference books, check out for the for the entire **school year**.



All other resource library items including manipulatives and media check out **for the entire school year**. This year all items must be returned by **May 28th, 2009**, the last day of Home Link classes. You must return everything from the school year before you may check anything out for the summer...even if you want to check out the same items. This year if you want to renew items for the summer, rather than lugging them in to HomeLink for me to check in and then check out to you again, just return the items you are done with and fill out a legible Curriculum Check Out Form with the Item #s and titles you want to renew. Write '**Renew for Summer**' across the top. Please put items you are checking out for the summer for the first time on a separate Curriculum Check Out Form and write '**Summer**' across the top.

In any of our libraries, please, please do not take any items without checking them out and please do not return any checked out items to the shelves yourself. Returning items need to be placed in the **Curriculum Return Bins** located in each library. If your items are not checked back in, they will still show as being in your possession which causes confusion for staff and parent alike.

Another rule that applies to all of our libraries is that you, the parent, are responsible for the condition of the items you check out. If your child damages an item beyond repair, you will be billed for the replacement cost. The same thing happens if you lose something. In this way, we hope to encourage families to take good care of our library materials so that we can afford to purchase new items not just replace old ones.

When you or your small children are done looking through a library shelf, if you would please straighten it... this will save your librarians the time and trouble. :)

Our libraries are stocked with all kinds of materials to help make your homeschool journey interesting and productive. Can't find what you need? Just ask a librarian to help! Kathy can also make suggestions for curricula and other materials that may work for your family's unique approach to learning.

Home Link Libraries are here to be a support and resource to teaching parents and their children. We work hard to keep the libraries organized and easy to use. Kathy also keeps a 'Suggested Items to Order' list for the Resource Library. As funds become available, she will purchase items on the list first. So let her know if you have a favorite curriculum you don't see on our Samples Shelves! ☺

