

Dear Parents,

The **Library Media Center Parent Volunteer Program** continues to be successful at Ruth Borchardt Elementary because of the dedication of parents willing to give of their time.

The teaching duties of the school librarian/media specialist include the following: 1) working on a one-to-one basis with all students to help them find just the right book for their informational and "fun" reading needs, 2) library instruction for students, 3) supplying each teacher with books and audio-visual materials to meet classroom needs, 4) weekly story time for students Kindergarten-2nd, 5) collaborative teaching with classroom teachers, and 6) book and A.V. ordering, checking in, and more.

The parent volunteers assume the duties that are the essential, day-to-day routines of circulation (book check-in and check-out) and shelving. Each volunteer may average handling over 200 items per day. We are able to maintain high standards of library service because of the dedicated help of our parent volunteers.

The parent volunteers make use of an automated circulation and catalog system. Even if you are not familiar with a computer system, Mrs. Blair gives step-by-step training instructions that quickly help the volunteers feel comfortable with the system.

This parent LMC Volunteer Program has been set up to train willing parents to help carry part of the clerical load. Given below are some basics of how the volunteer program is organized.

REQUIREMENTS FOR VOLUNTEERS

1. No library experience is necessary.
2. Have a willingness to pledge one morning (8:00-12:00) or one afternoon (12:00-2:50) OR one scheduled hour per week, and a faithful adherence to your schedule.
3. Attend one 1 ½ hour building-level training session (to be scheduled in the next two weeks.)

Please fill in the information on the attached forms and return them to your child's teacher. Complete details on training times will be given to you as soon as they are available.

With your help, the LMC program at Borchardt will be a great success!

Sincerely,

Mrs. Betty King
Principal

Elaine Blair
Librarian/Media Specialist

Please return this form to your child's homeroom teacher **if you are interested in volunteering.**

RUTH BORCHARDT ELEMENTARY LIBRARY VOLUNTEER PROGRAM

Volunteer Information

Parent's Name: _____

Address: _____ City _____ Zip _____

Phone: _____ (Home) Cell: (Optional): _____

E-mail: _____

Student's Name: _____ Teacher: _____

_____ Teacher: _____

_____ Teacher: _____

Please list the morning or afternoon that you would prefer to volunteer. If you have more than one time available, please note your **first and second choices**. A final schedule will be formulated at the building-level training session.

Please consider volunteering any time from a minimum of one hour to half-a-day, starting from 8:00 a.m. until 2:50 p.m.

Monday: AM _____ Thursday: AM _____
PM _____ (No district aide available) PM _____ (No district aide available)

Tuesday: AM _____ Friday: AM _____
PM _____ (No district aide available) PM _____ (No district aide available)

Wednesday: AM _____
PM _____ (No district aide available)

(Note: The district makes available a part-time library aide. There is a **special need** for volunteer help on the days that our aide is not in the building.)

Thank you for your interest!