

Secondary Library Back to School Bundle: Notes & Contents

Hi there! Thanks for supporting our small, librarian-owned business at Librarians Teach! We work hard to curate high-quality curriculum and professional development by school librarians, for librarians.

In this bundle you'll find many resources that are sure to get you, your students, and your teachers get excited about the library!

[Click here to get your own editable copy of this document in Google Slides](#) to customize and/or add notes so that everything you need is all in one place.

We recommend you start with the Beginning of the Year Checklist and the Before the 1st Day of School Activities no matter what time of year you transition into the library. This method will set up some foundational things that will help you be successful. We hope your year is off to a great start with help of this back to school bundle!

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Don't forget! You can find more secondary library resources in the [Librarians Teach marketplace](#).

Beginning of the Year Checklist

- Meet with your school administrator to discuss expectations and goals for the year.
- Email department coordinators/heads to introduce yourself and ask when can you meet their departments.
- Library Schedule - Figure out whether you're doing fixed, flexible, or combo and how you're going to manage it.
- Prep orientation lessons. - See next page
- Put up book displays and/or bulletin boards.
- Plan to attend any Beginning of the Year events like Meet the Teacher or Prep Day.
- Look at important dates (i.e. holidays, testing, etc.) and add them to your calendar.
- Print out important district policies i.e. reconsideration policy, collection development policy, etc.
- Organize and keep track of any budgets you are responsible for (binders with tabs work well for this). Be sure to keep a ledger of transactions and POs for documentation purposes.
- Organize and/or plan for student aides / helpers.
- Optional:** Library Reminder Signs & This Teacher is Reading Sign
- Optional:** Teacher & staff gifts or treats

Before the 1st Day of School Activities

Use these resources for the days BEFORE your students arrive.

You don't have to use all of them, so you can pick and choose the ones that work best for you!

Click the links below to access each resource or download it from your Librarians Teach account. (You will need to [login](#) first.)

Comfort Reads Bulletin Board Kit by The Fox Reads	Already purchased? Download it here.
August Book Display Signs and Bookmarks by Mrs. Reader Pants	Already purchased? Download it here.
Library Menu of Services & Volunteer Forms by The Fox Reads	Already purchased? Download it here.
Currently Reading & Library Reminder Posters by The Fox Reads	Already purchased? Download it here.
Library Passes & Sign In Sheet by Librarians Teach	Included below
Library Orientation Student Brochure by Librarian in the Middle	Already purchased? Download it here.
August Digital Scrolling Announcements by The Fox Reads	Already purchased? Download it here.
Library Helper or Aide Program by Librarian in the Middle	Already purchased? Download it here.

Orientation Lessons

Use these resources for your library orientation lessons. We recommend picking a different activity for each grade level. Your newest students will need the most introduction to you and your space, while the students you've had in previous years will most benefit from one of the review games.

Click the links below to access each resource from your Librarians Teach account. (You will need to [login](#) first.)

Library Introduction / Meet the Teacher Presentation by Mrs. Reader Pants	Get your own copy in Google Slides
Library Orientation QR Code Scavenger Hunt by Mrs. Reader Pants	Already purchased? Download it here.
Library Orientation Escape Room Game by The Fox Reads	Already purchased? Download it here.
Library Orientation "What's Behind Me?" Partner Game by The Fox Reads	Already purchased? Download it here.

Use the chart below to keep track of the lessons you use with each grade level from year to year. Remember, if it's your first year at a campus, we recommend that you do a basic introductory presentation with all grade levels, so that they can get to know you and your rules/expectations. After that, your introductory lesson will be reserved for 6th grade or freshmen level classes, and the higher grades will do a review game as they are already familiar with you and your expectations.

Year	Grade Level(s)	Lesson or Activity You Taught

Manage the Movement

On the following pages you'll find a few different library essentials to include passes and a sign in sheet to help you manage the movement in and out of the library.

Note: Some districts have digital systems for doing this, so check with other librarians in your district (if there are any) before printing out the sign-in sheet or passes.

The sign-in sheet and passes are all completely editable, so feel free to customize them to your specific style. Everything from the font, color, and wording can be edited. You can also add images and clipart for even more customization.

Printing

To save money on ink and ensure durability, we recommend you print the passes on colored cardstock and laminate them. Once they're laminated, teachers can easily write on them with a dry erase marker, then clean and reuse as needed.

Sign-in Data for Advocacy

Keeping track of how many people are using the library is an important piece of data you should use to help show how valuable your library is. To help you with this, use the provided sign in sheet.

Morning Library Passes

And finally, don't forget to determine how you'll manage the library before school.

- Are you going to restrict the library to a certain amount of students to ensure safety, or will everyone be allowed in?
- What kinds of activities will happen?

To help manage this movement specifically, we've included a morning library pass.

This is not the only way to manage student movement into the library before school, but it is one way to keep track of the number of students coming in. You can pass these out in the morning or have someone else do it (admin, another teacher on duty, etc).

Do what works best for you, so if something else works better for you, then go for it!

Library Pass

Date: _____

Teacher: _____

Student(s): _____

Time Due Back: _____

Purpose for visit

Check In/Out

Computer Use/Print

Other (Please explain): _____

© Librarians Teach LLC

Library Pass

Date: _____

Teacher: _____

Student(s): _____

Time Due Back: _____

Purpose for visit

Check In/Out

Computer Use/Print

Other (Please explain): _____

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Date: _____

Teacher: _____

Student(s): _____

Time Due Back: _____

Purpose for visit

Check In/Out

Computer Use/Print

Other (Please explain): _____

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Library Pass

Date: _____

Teacher: _____

Student(s): _____

Time Due Back: _____

Purpose for visit

Check In/Out

Computer Use/Print

Other (Please explain): _____

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Morning Library Pass

This pass admits one (1) person into the library before school. Be sure to follow the library rules or you will be asked to leave, and morning privileges may be restricted.

Library Rules

- Food and drink are not allowed
- Be respectful of others
- Keep your body to yourself
- Clean up after yourself

Pass # _____

Morning Library Pass

This pass admits one (1) person into the library before school. Be sure to follow the library rules or you will be asked to leave, and morning privileges may be restricted.

Library Rules

- Food and drink are not allowed
- Be respectful of others
- Keep your body to yourself
- Clean up after yourself

Pass # _____

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