**Teacher’s Guide to the Library**

The library can be a wonderful resource for the students and the school! This guide is meant to help teachers spend more time utilizing the library’s resources to enhance the students’ learning and increase their love of reading.

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**I. Overview of library resources**

The library has many resources that are not always taken advantage of! Besides story books that the students can borrow and take home, there are many other kinds of books:

* Encyclopedias – one full set of World Books, a partial World Book set, and many yearly reviews.
* 3 dictionaries
* Textbooks for math, science, English, music, and social studies
* Books with multiple stories that can be borrowed or used in class

Additionally, the library has some learning games that can supplement the student’s class work. These include:

* First words puzzle matching: great for sight words and students who are just learning to read. You can make this into a game by having two groups of students see who can match the most words!
* Spelling puzzle matching: great for students just learning to read. You can also make this into a game by having a relay race with all puzzle pieces at one side and sending two students over at a time to see who can spell a word first.
* Sentence building puzzle game: great for students to begin to understand how we make sentences. This can be a solo activity or they can work together to make complex activities. You could make it into a game by giving two groups of students once specific word each, and then they have to see who can use it in a sentence first. The word cards are color coded by parts of speech and there are additional ideas for activities on the back of the box.
* Letter tiles: there are 200 letter tiles in a bin that can be used for spelling games. These can be used in small groups of students to see who can spell the words the fastest. This is great for spelling review and learning new words. It’s also a great way to make sure students are sounding out words when trying to spell them.
* Snap It Up Word Families Game: there are two kinds of cards. The yellow cards have a single letter on them. The purple cards have common word families. You can give each student or group a common word family and see how many words they can make using a single letter.
* First Words flash cards: these are great for learning sight words and learning English vocabulary.
* Puzzles and Legos: the library has one set of Legos and two sets of puzzles. These are great for helping kids learn creativity and following instructions. There are many different designs the students can build with Legos so this could be great for a science fair or club activity.

**II. How story books are organized**

Here is the method in which story books are organized:

* Picture Books:

1. Green books have 1-2 sentences per page with easy words. These are meant for students who are just learning to read or are still struggling to read. (Infant I to Standard I)

2. Yellow books have 2-4 sentences per page. These are for students who are beginning to read on their own and can sound out words they don’t know. (Infant II to Standard I)

3. Pink books have paragraphs on a page. These are for students who are confident readers and can read longer picture books. (Standard I to Standard III)

* Chapter Books:

4. White books have bigger words, they usually have pictures, and usually has less than 100 pages. These are for students who are ready for chapter books. (Standard I to Standard IV)

5. Blue books might have pictures, but the book is a little bit longer than a white book. These are for students who want longer books than white books. (Standard III to Standard VI)

6. Orange books are the most mature stories, the words are usually smaller, and there aren’t pictures. These are for students who want even longer books and maybe with a more mature plot. (Standard V and VI)

Since everybody reads at a different pace, not all of your students will be reading at the same color. It’s important to guide your students to the correct color for them. If a student picks a book that is too hard for them, they might become discouraged. Alternatively, picking a book that is challenging for them might encourage them to try to get better at reading. It’s important that good readers challenge themselves so they will improve. If you’re not sure which color a student should be reading, have them read a book from that color category and see if they can read it. If they can, then that is the color category for them. If not, they should try an easier book.

**III. Different ideas for integrating class time into the library**

There are many ways to utilize the library to enhance the learning of your students. The more the library is used, the more the students will develop a love for reading, which is extremely important for their future education. Research shows that the more a person enjoys reading as an activity, the better they are at writing and comprehending other subject matters. Here are some potential ways to use the library:

* Book check out: this is a quick trip to the library designed to let your students return their book and get a new book. This should ideally happen weekly. This kind of trip can easily be coupled with silent independent reading (D.E.A.R.), partner reading, or read alouds.
* Partner reading: for the lower divisions, there might be some students who are not confident in their reading ability, which makes D.E.A.R. time difficult. You can pair together stronger readers with weaker readers and have them pick a book together. They will then sit together and read the book aloud. This works very well as both students are engaged.
* Read alouds: studies have been done that show that reading aloud to students of all ages is very beneficial for their comprehension, oral reading abilities, and improved reading levels. Reading aloud stories to your students will engage them in reading. It is important to ask follow-up questions during and after reading to make sure they are understanding what you’re saying.
* D.E.A.R. time: drop everything and read time! This is great to do after the students pick their stories. Alternatively, you can hold D.E.A.R. time in the library as a reward for good behavior even if they have already picked their books for the week.
* Science, math, social studies classes: the library has many text books and encyclopedias that would be useful for your classes.
* Opening the library during break times or before and after school: giving the students unstructured time in the library will allow them to explore and learn on their own. They can read books, play games, do puzzles, and more.
* Library club: a library club would be a great addition to the club program and would be one that is easy to manage. You could alternate between reading to the students every week, do spelling competitions, and building a new Lego design together.
* Teaching them how to use a dictionary or encyclopedia: teaching the students how to look up words in the dictionary and things in the encyclopedia will help them understand how to use these tools for their learning.
* Research project or science fair: if you have the students do a research project for social studies, they can use the social studies text books to look up their topic or the encyclopedias. They can use the wide array of science books for project ideas and information.
* Utilizing the puzzle games as a complementary learning method: for the lower division, the many puzzles and games can complement skills you are already teaching in class, such as sentence formation, spelling, word families and letter sounds, sight words, and vocabulary.

**IV. Library maintenance**

* Tracking the books your students borrow
  + If you take your students to the library, there is an easy system for making sure they bring back the proper books. First, have them show you the book you brought back so you can cross it off that they brought it back on the page with their name on it. Then, have the student put the book back, while making sure the colored label can be seen at the bottom. After the student picks a new book, make sure to write the name of the new book on their page. If a student keeps forgetting to bring their book back, don’t let them have more than three books at home and tell their parents they have to replace any lost books from A&R.
  + Important: at the beginning of each year, you will have to start a new section in the book for your class and write each student’s name at the top of a page. Make sure to leave a couple pages empty in case new students transfer mid-year.
* Library committee
  + Library maintenance will be primarily up to the library committee which should be made up of responsible students from Standards 4, 5, and 6. When Standard 6 students from the library committee graduate, an equal number of students should be chosen from Standard 4 to replace them. The current library committee members must train the new members on how to sort books, how to pack the book shelves, how to label books, and how to fix books.
  + The library committee should sweep the library and pack the bookshelves every week. Additionally, they need to fix books periodically that have been ripped or are tearing. When new book donations come, they will be in charge of sorting and labeling them.
  + A teacher should be in charge of making sure the library committee does their duties.
* Keeping the library stocked with clear tape and silicon glue
  + Tape and glue are important for keeping the books together. The library should always have clear tape and silicon glue.

**V. Books for class reports**

All of these books have separate binders with activity and assignment ideas for you to utilize in teaching these stories to your class. However, don’t be limited to what’s in the binder! You can incorporate what you’re teaching in language arts or another class to do lessons with the story.

* The Magic Tree House Series Book Number 1: Dinosaurs Before Dark
  + Great for Standards 1 and 2 (white book)
  + Summary: Where did the tree house come from? Before Jack and Annie can find out, the mysterious tree house whisks them to the prehistoric past. Now they have to figure out how to get home. Can they do it before dark…or will they become a dinosaur’s dinner?
* Frindle
  + Great for Standards 2-4 (longer white book)
  + Summary: In the book Frindle by Andrew Clements, Nick Allen enters into his fifth grade classroom knowing he is about to face the toughest teacher at Lincoln Elementary School. However, he is confident that he is ready to take on Mrs. Granger and her love of the dictionary. Using his research assignment and his determination to overpower Mrs. Granger, Nick challenges where words come from by referring to a pen as a 'frindle'. Soon not only is the whole school calling a pen a 'frindle', but the craze is spreading worldwide. After becoming famous and spreading the news of the 'frindle' through media and other sources, Nick is proud of his work, and is surprised to find out Mrs. Granger truly was behind him, and supporting him the entire time.
* Holes
  + Great for Standards 3-6 (orange book)
  + Summary: Stanley Yelnats, a boy who has bad luck due to a curse placed on his great- great-grandfather, is sent to Camp Green Lake, a juvenile detention camp, for a crime he did not commit. Stanley and the other boys at the camp are forced to dig large holes in the dirt every day. Stanley eventually realizes that they are digging these holes because the Warden is searching for something. As Stanley continues to dig holes and meet the other boys at the camp, the narrator intertwines three separate stories to reveal why Stanley's family has a curse and what the Warden is looking for.

There are 28 copies of each of these books and they are labeled in purple on their own shelf. It’s important to keep these copies as pristine as possible so they can be used for years to come. As such, students should not borrow these books from the library. They should only be used when a class is doing a group lesson with them. When giving the books to the students, make sure to keep a list of each student with the number of the book they took so you can identify which book is for whom. They each have a number on the inside cover.

**VI. Suggested books to read aloud**

Remember, reading aloud to students is extremely important to improve their pronunciation and rhythm of speaking, their comprehension, and their enjoyment of reading. Reading aloud to your class gives you the opportunity to test their comprehension, especially for those who might struggle reading but can understand stories very well. For the white, blue, and orange chapter books, it’s a good idea to read a few pages a day or several times a week to keep the students engaged. Make sure to always ask for a brief recap of what happened in the story last for the students who were absent. Remember, to make sure the students are listening, you can always give assignments on what’s being read aloud!

* Yellow Books for Infant I and II
  + If you give a Mouse a Cookie\*
  + Animal Strike at the Zoo
  + The Old Lady Who Swallowed a Fly
  + When Marcus Moore Moved In
  + Never Babysit the Hippopotamuses
* Pink Books for Infant I to Standard II
  + Oh the Places You’ll Go\*
  + One Fish Two Fish Red Fish Blue Fish\*
  + The Rag Coat\*
  + The Giving Tree\*
  + Mr. McMurphy’s Marvelous Invention\*
  + Chrysanthemum
  + The Paper Bag Princess
* White Books for Standard I to Standard IV
  + Flat Stanley series
    - When Stanley Lambchop wakes up one morning, his brother, Arthur, is yelling. A bulletin board fell on Stanley during the night, and now he is only half an inch thick! Amazing things begin happening to him. Stanley gets rolled up, mailed, and flown like a kite. He even gets to help catch two dangerous art thieves. He may be flat, but he's a hero.
  + Magic Tree House series
    - The Magic Tree House books, written by Mary Pope Osborne, all revolve around siblings Jack (age 8) and Annie (7), who discover that a tree house in the woods near their home can transport them to different places and historical periods. The children are sent all around the globe to achieve specific goals, usually to rescue an important historical document. The books are all highly entertaining and educational. Each volume follows a certain suspenseful arc, so the children end up in at least one precarious situation, but things always turn out well.
  + The Landry News
    - The bad news is that Cara Landry is the new kid at Denton Elementary School. The worse news is that her teacher, Mr. Larson, would rather read the paper and drink coffee than teach his students anything. So Cara decides to give Mr. Larson something else to read -- her own newspaper, The Landry News. Before she knows it, the whole fifth-grade class is in on the project. But then the principal finds a copy of The Landry News, with unexpected results. Tomorrow's headline: Will Cara's newspaper cost Mr. Larson his job?
  + Fantastic Mr. Fox
    - At night, he steals chickens, ducks, and turkeys from three mean and wealthy farmers . The farmers are frustrated with this and try everything to kill him. One night they wait outside his foxhole in an attempt to ambush him. When Mr Fox emerges from his home, they fire at him but only succeed in blowing off his tail. Determined to catch him, the farmers use spades and shovels to dig their way into the foxes' home, but Mr and Mrs Fox and their four children started digging a tunnel deeper into the ground and manage to escape. Who shall win – Mr. Fox or the farmers?
  + Tales of a 4th Grade Nothing
    - The book chronicles 9-year-old Peter Hatcher's infuriation with the horrendous behavior demonstrated by his annoying 2-year-old brother Fudge, which frequently goes unpunished. Peter becomes frustrated with Fudge because he often disturbs Dribble, Peter's pet turtle which Peter won at his friend's birthday party. Furthermore, his little brother throws nonstop temper tantrums, goes through a finicky phase of abstaining from eating altogether, and emulates his brother's behavior, throwing tantrums if it is prohibited. Nevertheless, their parents dote on Fudge, to Peter's anger.
  + How to Eat Fried Worms
    - It is 11-year-old Billy's first day at a new school. Such an occasion is difficult enough for a boy to survive unscathed, but he inadvertently incurs the wrath of a bully and finds himself in an unappetizing predicament: He must eat 10 worms in a single day or face the consequences. A sister who likes to blab, a weak stomach, and Billy's own big mouth stack the deck against him.
* Blue Books for Standard III to Standard VI
  + The Mouse and the Motorcycle
    - Ralph, a mouse who lives in a hotel with his family, meets a boy named Keith. Keith has come to stay at the hotel and has brought along his mini play motorcycle. Ralph has many adventures with the motorcycle and becomes great friends with Keith. Ralph even saves Keith from a serious illness when he locates a much needed Aspirin.
  + James and the Giant Peach
    - Roald Dahl's beloved children's tale follows the adventures of James, an orphaned young British boy. Forced to live with his cruel aunts, James finds a way out of his bleak existence when he discovers an enormous enchanted peach. After rolling into the sea inside the buoyant fruit, James, accompanied by a crew of friendly talking insects, sets sail for New York City.
  + The Indian in the Cupboard
    - On his birthday, Omri is given several simple gifts, including an old wooden cupboard and a small plastic figurine of a Native American man. When he locks the toy inside the cabinet it magically comes to life as a tiny, cagey warrior named Little Bear. The boy then places other toys in the cupboard and they too come to life, even engaging in entertaining battles. But after Little Bear is wounded, Omri begins to understand that his animate toys are not mere playthings.
  + Where the Mountain Meets the Moon
    - In the Valley of Fruitless Mountain, a young girl named Minli spends her days working hard in the fields and her nights listening to her father spin fantastic tales about the Jade Dragon and the Old Man of the Moon. Minli’s mother, tired of their poor life, chides him for filling her head with nonsense. But Minli believes these enchanting stories and embarks on an extraordinary journey to find the Old Man of the Moon and ask him how her family can change their fortune. She encounters an assorted cast of characters and magical creatures along the way, including a dragon who accompanies her on her quest.
  + The Report Card
    - A fifth-grade genius turns the spotlight on grades - good and bad - in this novel from Andrew Clements, the author of Frindle. Nora Rose Rowley is a genius, but don't tell anyone. She's managed to make it to the fifth grade without anyone figuring out that she's not just an ordinary kid, and she wants to keep it that way. But then Nora gets fed up with the importance everyone attaches to test scores and grades, and she purposely brings home a terrible report card just to prove a point. Suddenly the attention she's successfully avoided all her life is focused on her, and her secret is out. And that's when things start to get really complicated....
  + Charlotte’s Webb
    - Some Pig. Humble. Radiant. These are the words in Charlotte's Web, high up in Zuckerman's barn. Charlotte's spiderweb tells of her feelings for a little pig named Wilbur, who simply wants a friend. They also express the love of a girl named Fern, who saved Wilbur's life when he was born the runt of his litter. E. B. White's Newbery Honor Book is a tender novel of friendship, love, life, and death that will continue to be enjoyed by generations to come.
  + Bridge to Terabitha
    - Jess Aarons' greatest ambition is to be the fastest runner in his grade. He's been practicing all summer and can't wait to see his classmates' faces when he beats them all. But on the first day of school, a new girl boldly crosses over to the boys' side and outruns everyone. That's not a very promising beginning for a friendship, but Jess and Leslie Burke become inseparable. Together they create Terabithia, a magical kingdom in the woods where the two of them reign as king and queen, and their imaginations set the only limits.
* Orange Books for Standards V and VI
  + Among the Hidden
    - Luke has never been to school. He's never had a birthday party, or gone to a friend's house for an overnight. In fact, Luke has never had a friend. Luke is one of the shadow children, a third child forbidden by the Population Police. He's lived his entire life in hiding, and now, with a new housing development replacing the woods next to his family's farm, he is no longer even allowed to go outside. Then, one day Luke sees a girl's face in the window of a house where he knows two other children already live. Finally, he's met a shadow child like himself. Jen is willing to risk everything to come out of the shadows -- does Luke dare to become involved in her dangerous plan? Can he afford "not" to?
  + Harry Potter and the Sorcerer’s Stone
    - Harry Potter's life is miserable. His parents are dead and he's stuck with his heartless relatives, who force him to live in a tiny closet under the stairs. But his fortune changes when he receives a letter that tells him the truth about himself: he's a wizard. A mysterious visitor rescues him from his relatives and takes him to his new home, Hogwarts School of Witchcraft and Wizardry. After a lifetime of bottling up his magical powers, Harry finally feels like a normal kid. But even within the Wizarding community, he is special. He is the boy who lived: the only person to have ever survived a killing curse inflicted by the evil Lord Voldemort, who launched a brutal takeover of the Wizarding world, only to vanish after failing to kill Harry. Though Harry's first year at Hogwarts is the best of his life, not everything is perfect. There is a dangerous secret object hidden within the castle walls, and Harry believes it's his responsibility to prevent it from falling into evil hands. But doing so will bring him into contact with forces more terrifying than he ever could have imagined.
  + The Westing Game
    - A bizarre chain of events begins when sixteen unlikely people gather for the reading of Samuel W. Westing's will. And though no one knows why the eccentric, game-loving millionaire has chosen a virtual stranger - and a possible murderer - to inherit his vast fortune, one thing's for sure: Sam Westing may be dead... but that won't stop him from playing one last game!
  + Hatchet
    - Brian is on his way to Canada to visit his estranged father when the pilot of his small prop plane suffers a heart attack. Brian is forced to crash-land the plane in a lake--and finds himself stranded in the remote Canadian wilderness with only his clothing and the hatchet his mother gave him as a present before his departure. Brian had been distraught over his parents' impending divorce and the secret he carries about his mother, but now he is truly desolate and alone. Exhausted, terrified, and hungry, Brian struggles to find food and make a shelter for himself. He has no special knowledge of the woods, and he must find a new kind of awareness and patience as he meets each day's challenges. Is the water safe to drink? Are the berries he finds poisonous? Slowly, Brian learns to turn adversity to his advantage--an invading porcupine unexpectedly shows him how to make fire, a devastating tornado shows him how to retrieve supplies from the submerged airplane. Most of all, Brian leaves behind the self-pity he has felt about his predicament as he summons the courage to stay alive.
  + Where the Red Fern Grows
    - A loving threesome, they ranged the dark hills and river bottoms of Cherokee country. Old Dan had the brawn. Little Ann had the brains, and Billy had the will to make them into the finest hunting team in the valley. Glory and victory were coming to them, but sadness waited too. Where the Red Fern Grows is an exciting tale of love and adventure you'll never forget.
  + The Giver
    - This haunting story centers on Jonas, who lives in a seemingly ideal, if colorless, world of conformity and contentment. Not until he's given his life assignment as the Receiver of Memory does he begin to understand the dark, complex secrets behind his fragile community.
  + Esperanza Rising
    - Esperanza thought she'd always live with her family on their ranch in Mexico--she'd always have fancy dresses, a beautiful home, and servants. But a sudden tragedy forces Esperanza and Mama to flee to California during the Great Depression, and to settle in a camp for Mexican farm workers. Esperanza isn't ready for the hard labor, financial struggles, or lack of acceptance she now faces. When their new life is threatened, Esperanza must find a way to rise above her difficult circumstances--Mama's life, and her own, depend on it.
  + Walk Two Moons
    - “How about a story? Spin us a yarn."

Instantly, Phoebe Winterbottom came to mind. "I could tell you an extensively strange story," I warned.

"Oh, good!" Gram said. "Delicious!"

And that is how I happened to tell them about Phoebe, her disappearing mother, and the lunatic. As Sal entertains her grandparents with Phoebe's outrageous story, her own story begins to unfold — the story of a thirteen-year-old girl whose only wish is to be reunited with her missing mother. In her own award-winning style, Sharon Creech intricately weaves together two tales, one funny, one bittersweet, to create a heartwarming, compelling, and utterly moving story of love, loss, and the complexity of human emotion.

* + Hoot
    - Unfortunately, Roy's first acquaintance in Florida is Dana Matherson, a well-known bully. Then again, if Dana hadn't been sinking his thumbs into Roy's temples and mashing his face against the school-bus window, Roy might never have spotted the running boy. And the running boy is intriguing: he was running away from the school bus, carried no books, and-here's the odd part-wore no shoes. Sensing a mystery, Roy sets himself on the boy's trail. The chase introduces him to potty-trained alligators, a fake-fart champion, some burrowing owls, a renegade eco-avenger, and several extremely poisonous snakes with unnaturally sparkling tails.
  + Wrinkle in Time
    - It was a dark and stormy night; Meg Murry, her small brother Charles Wallace, and her mother had come down to the kitchen for a midnight snack when they were upset by the arrival of a most disturbing stranger. "Wild nights are my glory," the unearthly stranger told them. "I just got caught in a downdraft and blown off course. Let me be on my way. Speaking of way, by the way, there is such a thing as a tesseract". Meg's father had been experimenting with this fifth dimension of time travel when he mysteriously disappeared. Now the time has come for Meg, her friend Calvin, and Charles Wallace to rescue him. But can they outwit the forces of evil they will encounter on their heart-stopping journey through space?
  + Shiloh
    - When Marty Preston comes across a young beagle in the hills behind his home, it's love at first sight and also big trouble. It turns out the dog, which Marty names Shiloh belongs to Judd Travers who drinks too much and has a gun and abuses his dogs. So when Shiloh runs away from Judd to Marty, Marty just has to hide him and protect him from Judd. But Marty's secret becomes too big for him to keep to himself, and it exposes his entire family to Judd's anger. How far will Marty have to go to make Shiloh his?

**\***Starred books means there are activity sheets in the activity binder to accompany the book.

Remember, asking questions during or after the story to gauge comprehension is an important part of reading aloud! You can always give assignments or worksheets based off of what is read, as well.

VII. Library Committee Information

VIII. Worksheets for any story