

## **Scheduling Library Time**

We make every effort to provide as easy and equitable scheduling as possible. Teachers can schedule time for their classes in the general use area, reference area or the computer lab. We maintain as open and flexible schedule as possible to meet student and staff needs. Many teachers schedule a regular set time for their classes on a weekly basis. Others schedule time as needed. Our library is very busy, therefore teachers should always call ahead to schedule time before bringing their classes to the library.

Maintaining equitable scheduling time for everyone is a challenging process. There is a large demand for our libraries' limited resources. We often limit the amount of time available to be reserved in the computer lab in order to provide equitable access for everyone. It is important that teachers be well organized, plan ahead and be willing to be flexible and patient. We ask for and appreciate everyone's cooperation.

The Willcox MS/HS Library serves both the WMS and WHS campuses. Simultaneously serving both campuses presents some unique challenges. Be aware that middle school and high school students will be in contact with each other. Often there will be multiple classes using the library at the same time. Our library contains resources that are appropriate for 4 – 12 grade levels. All resources are not appropriate for all grade levels. Resources that are designed for older and more mature students usually have a red dot on them.

Teachers must accompany their classes to the library. While in the library we request that teachers be very diligent in monitoring their students' activities and behavior. We have many expensive and delicate resources and equipment that require careful handling. Teachers may also send a maximum of two unaccompanied students to the library from their classroom provided that each student has a signed agenda. Under special circumstances we may allow a high school teacher to send as many as four students to the library if the students are involved in a group project and each student has a signed agenda.