

Myford Library

Volunteer Introduction



Mrs. Lawver

- Please call me Laurie. The students call me Mrs. Lawver.
- This is my 4th year as the Library Media Technician at Myford.
- I have 2 children. My daughter, Megan, is in 6th grade at Pioneer Middle School and my son, Sean, is in 4th grade.
- Prior to working at Myford, I was fortunate enough to stay home with my children. When my son started 1st grade, I knew I would be going back to work. I have volunteered a lot in the classrooms and served as PTO President three years ago.

Library Schedules

- The Library is open to students during school hours until 2:45 all days except minimum days.
- Open Circulation is on Wednesdays from 8:30-10:30.
- Myford has 28 classes with a total of 815 students (and growing each day).
 - 30 minutes each week
 - Story or library lesson during visit
 - Kinder and 1st grade check-out 1 book each
 - 2nd through 5th grade check-out 2 books each

Library Filing

- 3 Sections
 - Easy
 - Fiction
 - Non-Fiction
- Easy and Fiction books are filed alphabetically by the author's last name
- Non-Fiction books are filed numerically by the Dewey Decimal Classification and then alphabetically by the author's last name

Special Collections

- A is for America
- Animals
- Choose Your Own Adventure
- Eyewitness News
- Great Illustrated Classics
- Harry Potter
- Magic School Bus
- Missions (4th grade)
- President and State sets

Scanning In Books

- The online circulation system will be open and ready for check-in.
 - Make sure to scan only the Myford barcode.
 - Make sure a student name appears in the list.

Searching Titles/Authors

- On the student stations
 - Username is “*mpatron*” and password is “*student*”
 - Double-click on the “Myford Library Search” icon to open the catalog
 - Search for specific authors, titles or subjects/keywords
 - Check the status column to see if item is available
 - Look at “Call Number” to locate the material in the library
 - To find out what the book is about, click on the title to open the record
 - OPAC = Online Public Access Catalog

Birthday Book Club

- Chairperson is Eunice Lee
- Donate a new hardcover book or \$15.00 to celebrate your child's birthday. The donation becomes a permanent title in our collection.
- Picture is taken with book
 - Displayed on wall
 - Permanently adhered to inside cover of book at the end of the year.

If you ever have questions, please feel free to ask me. I appreciate your help more than you could possibly understand and want you to feel confident that your assistance is worth your time!

Thank you!!!