Librarian Mentor Checklists

AUGUST GUIDE FOR THE INITIAL MEETING WITH PROTEGES

OVERVIEW: The mentor’s job for the first meeting with his/her protégé is to help the new teacher:

1. Meet mentor and new librarians in protégé group
2. Establish expectations for the mentor program
3. Establish library routines, procedures, and expectations that will serve as a foundation for the year
4. Plan for the first week of school
5. Overview for the first month of school
6. Prepare a positive library environment
7. Introduce the Library Media Services Handbook
8. Be aware of professional organizations (LAASL, VAASL, LEA, etc.)
9. Provide link to VDOE to access curriculum guides and SOLs and curriculum resources off the LCPS webpage
10. Answer questions

THE BUILDING and GENERAL PREPARATION
(If your protégé attended the Beginning Teacher Institute August 9-10, the lead mentor at your school went over this section with your protégé.)

- Tour - Work Room, Lounge, Mailboxes, Office, Computer Lab, etc.

- Personnel - Who’s who, where are they and what exactly do they do?
  - Team and department
  - Lead Mentor in home school
  - Mentor
  - School Office
  - Library Services
    - Elissa Moritz – Library Services Supervisor
    - Sapna Venkatachalam – Acquisitions and Digital Resources Specialist

- Equipment
  - Locate and Catalog new equipment prior to check out
  - Allocate according to school procedure
  - Laminator - be aware of school policy
  - Review LDSD Service Desk

- Building Procedures – talk with Lead Mentor for the following:
  - Duties
  - Hours
  - Sign-out
  - Emergency drills
  - Schedules
  - Meetings
  - Policies (dress code, extracurricular attendance, etc.)

- Open House and/or Back-to-School Night
Meetin Date ________________  Time ________________ Logged □

  ○ Know what is expected

  ● Awareness of Morning Broadcasts

  ● Know the students with health issues including allergies and seizures – check with school nurse

  ● Put dates on calendar for Library meetings

  ● Mark calendar with important holidays and observances so that book and bulletin board displays can be planned in advance.

LIBRARY SET-UP

  ● Supplies - Make sure protégé has needed items.

  ● How to work the broadcast and sound system

  ● Displays and Bulletin Boards
    ○ Rules & expectations
    ○ Motivational posters

  ● Organization
    ○ Furniture arrangement
    ○ Arrangement of periodicals
    ○ Procedure for checking out books
    ○ Opening and closing hours of library
    ○ Scheduling of classes

CURRICULUM AND INSTRUCTION

  ● Setting up lesson plans and library schedule according to the principal’s expectations

  ● Schedule
    ○ Fixed
    ○ Flexible

  ● Plans
    ○ Plan for the first week
    ○ Plan for the first month
    ○ Plan for communication with staff & parents
      ▪ mail
      ▪ Webpage
      ▪ Newsletters
      ▪ ConnectEd
      ▪ Vision
    ○ Obtain the calendar of activities and events as soon as possible - Book Fairs, Author Visits, Reading Incentives, Teen Read, etc.

    ○ EVERY program needs to be approved by the principal!

1st Year Teachers....

may need more information about county and school policies and procedures. Review 1) arrival and dismissal procedures for staff, 2) requirement to be on school grounds all day, 3) cells phone use, 4) appropriate Internet activity.
- Resources and where to find them - pacing guide, SOL’s, curriculum maps via intranet or VDOE

- English Language Learners

- Special Education
  - IEP’s - What accommodations are needed?
  - Contact Information
  - Safety concerns-Example: Is a ramp needed? Health issues?
  - Assistants accompanying students - plan for their responsibilities

**MANAGEMENT**
- Procedures - How will things get done? Example: How will a student check out a book? How will students be dismissed for drinks and the bathroom? Be sure to follow school procedures.

- Routines - What do you want your students to do each visit without needing to ask for directions? Example: How to enter the library.

- Setting rules and consequences for infractions

- Keeping all students active and engaged

- Awareness of Religious and Cultural Diversity
  - Assisting non-English speaking students
  - Using knowledge of diversity when planning programs

- Learn names of students as quickly as possible. Research shows this highly impacts a teacher’s ability to set a positive tone.

- Discuss the benefits of Professional Organization Memberships, such as the LAASL, VAASL, ALA, AASL

- Questions and concerns

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**PREPARE FOR NEXT MONTH**

- **August 24 - First Day of School for Students**
- **September 4 – Holiday** (Labor Day)
- Set the date of your September meeting **today**! Set the dates for EACH monthly meeting as soon as possible.
- Suggest ideas for Open House and/or Back-to-School.
- Library Card Sign Up Month with Public Library
- Banned Book Week (Secondary)
SEPTEMBER

*The first 4 topics are top priority for EACH month:*

- **Check on pacing, planning and goals**
  - Purchasing
    - Mackin
      - Stat codes
      - Collection analysis
      - Bindings
      - Money spent by March 2, 2018
    - Supplies and Sole Source through the school bookkeeper (66150)
    - Book fair money
    - Lost book money
  - Protégés are to bring plan/schedule books to the meeting. Make sure that pacing is on-target for this point in the year. Use SOL Guide and Curriculum Resources on the LCPS webpage to plan for the month. SOL information is on the Department of Education web site [http://www.doe.virginia.gov/](http://www.doe.virginia.gov/)
  - Find out what units are being taught in subject areas for each grade level so that topics and themes can be integrated into Library plans (See Curriculum Resources for the grade level pacing guides).
  - Volunteers
  - PTA/PTO

- **Collaborate--Share ideas, instructional strategies, units, and projects for the following month.**
  - Co-librarian
  - IFT (TRT)
  - Reading Specialist
  - Teachers
  - PLC meetings with departments

- **Discuss and Problem Solve Specific issues (items that are specific to each protégé)**
  - Follett Destiny (Library management software)
    - Attachment of new materials
    - Original cataloging
    - Reports (Overdue list, shelf lists, etc.)
    - ILLs

- **Discuss Classroom Management**
  - Procedures and routines--Make sure that they are established and are working successfully. If not, brainstorm ideas and options. Areas of focus include record-keeping, infractions of classroom rules, and
hierarchy of consequences, PBIS reinforcements
• Observations (usually informal for the first month, but protégés need to be informed of the principal’s expectations)
  ○ Go over what your principal will look for in an observation, whether an informal walk-through or a formal evaluation.

• Review of general cataloging procedures in Alexandria
  ○ Attachment of new materials
  ○ Original cataloging

• Organization

• Interruptions to schedule - Examples: Assemblies, parties, field trips, etc. may interfere with plans.

• Supplies - need anything?

• IEP’s
  ○ Make sure that IEP’s have been read and accommodations are understood.

• Substitute information
  ○ Acquire list of recommended subs
  ○ Plans and schedule should be easily accessible in case of an emergency, not just planned absences
  ○ Emergency procedures
  ○ Activities
  ○ Equipment access

• Non-instructional duties (bus duty, lunch duty, after school detention, etc.)

• Communication
  ○ Parents (Make sure written communication is proofread by someone else and approved by principal or designee.)
  ○ Newsletter-show sample
  ○ Vision
  ○ Web Page (CMS) - provide assistance and ideas (keep it simple)
  ○ Emails
    ▪ Collaboration Listserv
    ▪ Remind protégés that emails become a permanent document.

• Professional Relationships-Teams, PLCs, Paraprofessionals, Administrators, IFT’s, etc.
  ○ Special attention should be given to library assistants…clearly defining roles and responsibilities.

• Technology
  ○ Technology competencies for Virginia certification: see IFT (TRT)
Meeting Date __________________ Time ________________ Logged ☐

- Checking Outlook regularly? Do they know how to check it from home?
  - Make folders in Outlook to organize important messages
  - My Learning Plan
  - Intranet-how to find Curriculum and Pacing Guides, Content Newsletters, Media Services forms, etc.
  - Have a safe place to keep passwords
  - SAFARI Montage has great videos!
  - Vision or Edmodo (secondary) - set-up library course to host password protected information such a passwords

- Resources
  - Productions centers are located at Briar Woods High School and Loudoun Valley High Schools. They are open from 2:30 to 4:30 Monday through Friday during the school year.
  - Public Library (another good location for a monthly meeting)
  - Interlibrary Loans (ILL)

- Documents to be sent to Elissa Moritz – Library Services Supervisor – itinerant schedule, Library Schedule, Library Program Guide

- Mileage reimbursement for itinerants is submitted in Oracle. Information will be sent to itinerant librarians at the beginning of the school year.

- Receipts – hold onto them for tax and reimbursement purposes

- Support the PTO/PTA by joining!

- Celebrate Success!!!!! Give your protégé the opportunity to tell you what is working well!

**LOOKING AHEAD**

- VAASL Conference
- AASL Conference
- Children’s Book Week
- Teen Read Week
- Book Fairs
- **October 9 – Holiday** (Columbus Day)
- **October 23 – Student Holiday** (Staff Development Day)
- **November 3 – End of First Grading Period**
OCTOBER

The first 4 topics are top priority for EACH month:

- **Check on pacing, planning, and goals.**
  - Purchasing Schedule – Money spent March 2, 2018
  - Alternate sources for ordering
  - Author visits
  - Virginia Readers Choice program
  - Battle of Books (secondary)

- **Collaborate--Share ideas, instructional strategies, units, and projects for the following month.**
  - Attend department, PLC, grade level & SIP meetings

- **Discuss and Problem Solve Specific issues (items that are specific to each protégé)**
  - Follett Destiny
    - Overdues
    - How to run overdues
    - How often and when?

- **Discuss Classroom Management**
  - Discuss behavior issues
  - PBIS – positive reinforcements
  - How to complete Misconduct forms
  - Monthly workshops available on My Learning Plan
  - Bulletin Boards and Displays – provide ideas

- Differentiation-how to plan and carry out differentiated instruction
  - Remind the protégés to check IEP’s for accommodations.

- Observations
  - Formal - How to prepare, what the principal will expect and look for
  - Refer to the Library Program Review Guide for suggested indicators
  - Peer observations

- Communication
  - Maintaining professional communication with colleagues
  - Parent Volunteers – how to find them, plan for them, and use them effectively

- Select books to be rebound
- Begin planning American Education Week activities
- Celebrate Success! The first quarter is about to end…what has gone well?

**LOOKING AHEAD**

- November 6-7 - Student Holiday (Planning/Records/Conference Days)
- American Education Week, November 13-17, 2017.
- Thanksgiving Break is November 22-24!
NOVEMBER

The first 4 topics are top priority for EACH month:

- **Check on pacing, planning, and goals.**
  - Purchasing Schedule – Money spent by March 2, 2018

- **Collaborate--Share ideas, instructional strategies, units, and projects for the following month.**

- **Discuss and Problem Solve Specific issues** (items that are specific to each protégé)

- **Discuss Classroom Management**

- **American Education Week, Nov. 13-17.**

- **Statistics**
  - Number of students visiting the library outside of scheduled class time
  - Collaboration statistics
  - Instructional statistics (i.e. number of hours spent in direct and indirect instruction)

- **Fundraising**
  - Book fairs
  - Birthday books
  - Soliciting local businesses
  - Grants

- **My Learning Plan** - They may not have used it since the beginning of the year and should occasionally check to see if there are workshops and classes that would be helpful in their Professional Development.

- **Recertification points - KEEP YOUR DOCUMENTATIONS**
  - 180 points needed in a 5-year re-licensure cycle-how to get them, how to keep track of them
  - Those on a Provisional license need to stay closely in touch with the school’s assigned Licensure Specialist.
  - Maintain a portfolio

- **Rescheduling classes and events due to inclement weather**

- **Celebrate Success!!!!!!**

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**LOOKING AHEAD!**

- December is often the month when new teachers hit a “low”. Watch for signs of burn-out. Perhaps you can have your next meeting at a restaurant or plan a joint meeting with another mentor and his/her protégés!

- **December 18 – January 1 - Winter Break** (Classes resume Jan. 2, 2018)
DECEMBER

The first 4 topics are top priority for EACH month:

- **Check on pacing, planning, and goals.**
  - Purchasing Schedule – Money spent by March 2, 2018

- **Collaborate--Share ideas, instructional strategies, units, and projects for the following month.**

- **Discuss and Problem Solve Specific issues** (items that are specific to each protégé)

- **Discuss Classroom Management**

- Dealing with stress

- **Holidays**
  - Awareness of various religious holidays and customs which may affect students
  - Understanding of your school’s policies for holiday displays

- **My Learning Plan**
  - Interested in enrolling in a class or workshop for second semester?

- **Probation**
  - Even though your Principal cannot officially tell you that your protégé is going on the “Mid-year support”, you can probably read your protégé well enough to know that there is a problem. This is the time to schedule visits to each other’s classrooms if you haven’t already. Remember, you each get a day of Professional leave for this activity.

- **Security**
  - Drills
  - Responsibilities -- duties, lockdown plan
  - Keys - assistants and librarians should both have keys to library doors

- **Have plans completed before leaving for the Winter Break!**

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**LOOKING AHEAD**

- Make sure your protégés do not return from Winter Break to piles of paper. Take some time to help them file what is important and toss what is not.
- **December 18 – January 1 - Winter Break**
- **January 15 – Holiday** (Martin Luther King, Jr. Day)
- **January 26 – The Second Quarter ends.**
- **January 29 - Moveable Student Holiday** (Planning/Records/Conference Day)
JANUARY

The first 4 topics are top priority for EACH month:

- **Check on pacing, planning, and goals.**
  - Purchasing Schedule
  - Reading Incentives for winter/spring

- **Collaborate--Share ideas, instructional strategies, units, and projects for the following month.**

- **Discuss and Problem Solve Specific issues** (items that are specific to each protégé)

- **Discuss Classroom Management**

- **Acquisitions**

- **Collection Development/Replacement Funds**
  - Weeding - contact Ken Peebles via email when you have 10+ boxes of discarded books
  - Materials Challenge

- **Know the procedure**

- **Advocacy**
  - AASL Essential Links for Parent Advocacy
  - Parents
  - Staff
  - Community

- **Technology**
  - Up-date web page
  - Check Outlook regularly
  - Check My Learning Plan for workshops

- **Celebrate success!**

**LOOKING AHEAD**

- Make plans for Black History Month.
- **February 14** – Valentine’s Day
- **February 19** – Holiday (Presidents’ Day)
FEBRUARY

The first 4 topics are top priority for EACH month:

- **Check on pacing, planning, and goals.**
  - **Purchasing Schedule**—money spent before March 2, 2018
  - Be thinking about your periodical order for next year
  - Encumber remaining funds

- **Collaborate--Share ideas, instructional strategies, units, and projects for the following month.**
  - **SOL testing** - find out the testing plan for your school
  - What are your responsibilities?
  - Will your library be used for testing?
  - Taking your library outside your four walls

- **Discuss and Problem Solve Specific issues** (items that are specific to each protégé)

- **Discuss Classroom Management**
  - Librarian evaluations
  - **My Learning Plan** - Make sure they know how to keep track of recertification points in “My Profile”.
  - Revisit Sub Folder – Adjust if necessary

- Celebrate success!

- Questions and Concerns

- "March is Music in Our Schools Month!"
  - "March is Women’s History Month!"
  - "Read Across America - March 2. For activities, costumes, books and games go to [Apples4theTeacher](http://www.apples4theteacher.com/holidays/dr-seuss-birthday/)
  - Periodical Orders
  - "March 26-30 – Holiday (Spring Break)"
  - "April 6 - End of Third Grading Period"

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MARCH

The first 4 topics are top priority for EACH month:

- **Check on pacing, planning, and goals.**
  - Purchasing Schedule – money spent by March 2, 2018

- **Collaborate--Share ideas, instructional strategies, units, and projects for the following month.**
  - Public Library Visit -- summer reading promotion

- **Discuss and Problem Solve Specific issues** (items that are specific to each protégé)

- **Discuss Classroom Management**
  - policy for lost items - teachers & students
  - Plan to handle student financial hardships

- **Budget process**
  - Loudoun Board of Supervisors
  - Loudoun County School Board
  - Library Advocacy

- **Submit Periodical Orders** – Sapna Venkatachalam

- **Observations**-Make sure protégés are prepared for a formal observation by your principal

- **Questions and Concerns**

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**LOOKING AHEAD**

- April is School Library Media Month [http://www.al.org/aasl/slm](http://www.al.org/aasl/slm)
- National Poetry Month
- **April 2 – Student Holiday** (Staff Development Day)
- **April 6 – End of the Third Grading Period**
- **April 9 – Student Holiday** (Planning/Records/Conference Day)
- **April 22 – Earth Day**
APRIL

The first 4 topics are top priority for EACH month:

- **Check on pacing, planning and goals.**
  - Purchasing Schedule
    - Start lists for fall supply orders
    - Start lists for fall book orders

- Collaborate--Share ideas, instructional strategies, units, and projects for the following month.

- Discuss and Problem Solve Specific issues (items that are specific to each protégé)

- Discuss Classroom Management
  - Maintain expectations in behavior
  - When to stop checking out books
  - Summer check outs for teachers & students

- Make sure protégés understand end-of-year assemblies in which they may play a role. (elementary)

- Summer Reading Program
  - Principal expectations & approval

- School Library Media Month
- National Poetry Month
- National Library Week
- Earth Day is April 22

- Celebrate success!

- Questions and Concerns

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**LOOKING AHEAD**

- SOL tests are next month. Find out how they will affect your schedule.
- Support Spring Arts Festival
- May 28 – Holiday (Memorial Day)
MAY

The first 4 topics are top priority for EACH month:

- **Check on pacing, planning, and goals.**
  - Purchasing Schedule
  - Five Year Plan

- **Collaborate--Share ideas, instructional strategies, units, and projects for the following month.**

- **Discuss and Problem Solve Specific issues** (items that are specific to each protégé)

- **Discuss Classroom Management**

- Overdues at the end of the year –
  - Calls home and/or sends letter with the final report card
  - Give a copy of the overdue list with prices to the bookkeeper for students who pay over the summer

- End-of-year awards and certificates if applicable

- Be aware of school supply order if applicable

- Plan on a disrupted schedule due to SOL tests

- Publicize your Summer Reading Program

- Liaison with Public Library for summer reading program

- Red tagging equipment

- Celebrate success!

- Questions and Concerns

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**LOOKING AHEAD**

- The 4th quarter ends **June 13, 2018**! It is the last day for students!
- Plan activities for those exciting last days of school.
- **June 14 and 15 - Planning/Records/Conference Day**
- The last day for teachers is June 15.
  - **The last day for librarians is June 21.**
- Begin to prepare calendars for next year
- End of year report
JUNE

- **REFLECTION! REFLECTION!! REFLECTION!!**
  - What was the best part of the school year?
  - What was the most difficult part of the year?
  - What will be done differently next year? (Take notes so your protégé will remember his/her ideas!)
  - What can be done over the summer months?
  - What Professional Development should be planned for the future?

- **Collaborate--Share ideas for the following year.**

- **Discuss and Problem Solve Specific issues** (items that are specific to each protégé)

- End-of-Year Checklists

- End-of-year parties and celebrations – How will they affect your schedule?

- Issues specific to grade level

- Packing up
  - Inventory (Red tag broken equipment)
  - Clean and organize the storage room
  - File
  - Take down posters and bulletin boards

- Weeding

- Close down procedure—Please Note: Library is open for classes until the students’ last day.

- Plan for Inventory

- Plan next year’s special events; for example, author visit

- Submit end-of-year report and analysis by last contract day to Library Supervisor.

- Celebrate the successes of the year!

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**LOOKING AHEAD**

- **Help your protégés set goals for next year.**