

Welcome

PORTA Central Library and Media Center

Mission

The mission of PORTA's Central Library and Media Center is to provide a welcoming, collaborative environment that fosters a life-long love of reading and learning, and to encourage curiosity, innovation, and discovery. We aim to equip all visitors with the skills necessary to be responsible and efficient users of information. The library is open daily during the school day for scheduled library classes. Please contact us if we can be of service in any way.

PORTA Central Library and Media Center serves over 350 students in grades 3 through 6. We are proud to offer a collection of over 14,000 books, periodicals, audiobooks, VHS tapes, DVDs and CDs. In addition to fun and current fiction books, non-fiction research materials, interesting biographies and more; PORTA Central Library and Media Center's collection also contains the local newspaper, some magazines, and six chrome desktops to assist with research for staff and students.

Library Automation

PORTA Central Library currently checks books out with the old card and signature system, however, the librarians are in the process of automating the library for online checkout. It is a lengthy process and will be ready within the next two school years.

Class Schedule

Third and Fourth-graders come to the library once every week for 30 minutes. During that time, they receive library skills lessons and book check-out. The fifth and sixth grade students come to library with their teacher for book check out. During that time, they are to get books quietly and sit down to read when they are done checking their books out. All students are allowed to check out two books per week. An overdue list will be generated weekly and students will be informed. If they forget their books during their checkout time; they may read a book, look at a magazine or newspaper but need to wait until their next scheduled library time before checking out more books.

Due Dates

All students are allowed to check out two books. The due date is for each book is the next scheduled library time (usually one week). The books can be placed on the counter to return at any time during the day, or students may bring the books with them to their scheduled library time. Most books can be rechecked out if a student needs longer to read their book.

Library Classroom Rules:

- 1. Listen Carefully** – Listening is a matter of respect and method of gaining information.
- 2. Follow Directions and Stay On-Task** – Our time is limited, so students need to follow directions right away and use the time that we have to get as much done as they can.

3. Pick Up After Yourself – Students are expected to visit the library with respect by searching for books appropriately (not making a mess of the shelves), pushing in chairs, returning borrowed supplies, and putting computer stations back in proper order before leaving.

4. Use Quiet Voices – The library is a place for people to think, read, and study; many times more than one group of people are using the library.

5. Use Check-Out Time Well – One major reason students come to the library each week is to self-select items that they are interested in reading. It is their “assignment” each week. Students that are not able to checkout because they have reached their limit or have overdues are expected to read something quietly during checkout time.

- *If students are having difficulty following the library classroom rules, the following procedures are applied:*
- A reminder with eye contact, physical proximity, and/or verbally.
- If the behavior continues, the student is removed from the activity or to the side for a brief period of time. The classroom teacher will be informed.
- One of the librarians will talk to the student, as soon as there is an opportunity during the class. If the child is not able to join the class and follow the rules/expectations, they will sit out the rest of the library period.
- A written reminder, parent phone call, teacher notification, and/or principal visit may follow, depending on the severity of the issue. This is a very rare occurrence!