

Remote School Library Access for POIES Students

August 12, 2020

During remote learning, the POIES Library will be providing access for students to check out library books to support their classroom work and for their personal enjoyment. The maximum number of books students may check out at one time will be based upon their grade:

- **Kindergarten and First Grade: 2 books at a time**
- **Second, Third, and Fourth: 3 books at a time**
- **Fifth and Sixth: 4 books at a time**

Students will need to return ALL books before they can check out more books.

Remote checkout will start on Monday, August 24, 2020.

These are the procedures to checking out books:

1. Go to the Pueblo of Isleta Elementary Library webpage at:
<https://www.isletaelementary.org/library>
2. Click on the **link** to see our library catalog of books (Destiny).
3. You can look for books by title, subject, author, or keyword; just remember Destiny will NOT find what you want if the word(s) are not spelled correctly. Also, once you find the book you want, look to the far right of the page to see if a copy is available, such as *2 of 2 available*.
4. After you decide what you want, go back to the library webpage, scroll to the bottom, and fill out the library checkout form. You will need to fill out a form/submit for every book you want to check out. Fill out the form accurately in order to get the book(s) you want. ***This is the best way to ensure you get the books you want.***
5. If you have any questions or just want a general topic (such as books about dogs for 2nd graders, fun books for kindergarten, or any Wimpy Kid book, etc.), you can send that in the checkout email at the top of the page: poiescheckout@poies.org
6. Books will be wiped down with a bleach/sanitizer solution when checked out/returned.
7. Our bus drivers will have the books when they deliver lunches. It is the student's responsibility to pick up/return the book(s) from/to the bus drivers.
8. If you do NOT live by a bus stop, you can call me at 505-869-2321, ext. 1213 to schedule a drive by pickup at the school.
9. Books will be transported in a bag with the student's name/grade. Please keep books in the bag when not using and **return** them in the bag.
10. Please allow a 48 hour turn around before your books are ready.
11. If you have any questions, please call me at 505-869-2321, ext. 1213.