Policies & Procedures for Reading Clubs

Welcome back, reading club tutors!! 😊

Waiting List Students Have Priority over Walk-in Students
Students were informed by mail that they needed to register by phone. If they called in, their names should be on your attendance list.

Please follow these procedures to help make enrollment fair to students who followed the rules, called to register, and ended up on the waiting list. They have priority over walk-in students.

Walk-in Students
New students might join your group at any time (except a month before the end of the term). There are two types of walk-ins:

- **Registered Walk-ins.** We will try to notify you before a new student comes to your class, but we don’t always do so in time. **When new students walk in, ask if they have already gone through intake and assessment with one of the Write to Read Staff** (usually a 20-minute interview). If the answer is yes, you can add them to your class. Write their names and phone numbers on the attendance sheet. Be sure to ask students for the name they registered under (not their nickname).

- **Un-registered Walk-ins.** If people walk in who have not gone through intake and assessment with a staff person, please invite them to stay for one class period and observe, but **don’t give them books even if they are students you taught in the past.** Take down their names and phone numbers and call Rachel Parra in the office (510-745-1480). She'll make an intake appointment for them. Remember, there may already be students on a wait list for your class, and we don’t want to let walk-in students jump over them.

**Fremont clubs:** There are staff people in the office during class time, so please immediately send walk-in students to talk with Luis, Darlene, or Rachel. They’ll add the students to your class if there is not a waiting list.

**Branches:** Please take down the student’s name they registered under and call Rachel so she can verify the student’s registration status and or set up an intake appoint.

**Day One:**
All reading club sets are regular library books, so they must be checked out with a library card. Our staff in Fremont or Circulation staff at branches will check out books for students. Books will be checked out to you with your reading club library card **(done prior to your receiving them).** Then check in and out to students with their own cards by circulation.

Please Keep Track of Remaining Books

Updated September 18, 2015
Please keep track of all remaining books you keep and return the remaining books (not given to students) before the due date at the end of your session. If a student stops coming to class, you may call him or her and ask for the book. There will be a fine for overdue books. These book sets will be used by many other students down the road, so we need to have every copy returned.

If the books you have remaining on your tutor card that aren’t turned in before the due date you may receive email notifications to REMIND you to turn the books in. In previous cases tutors handed out books to students without making sure the students checked the books out onto the student’s library cards which resulted in the tutors receiving the notification and not the student, lost books, or delay in returns. It is important that you do not hand those books out without checking them out to students.

**Fremont clubs:** Please do not place the books returned to you by your students in your box, instead just return them to the library.

**Branches:** If for any reason students turn their books in to you, please return them the library branch or send them directly to us in Fremont.

On the first day of class, please preview books with students, but don’t hand out books until the second class meeting or the second time a student has been present (if later in the term). On the first day, make sure every student has a working library card or has applied for one.

If students need a new card:
- Please give the student a library card application form (we will provide copies) to fill out. The student must have an ID, utility bill, or piece of correspondence that shows their name and address together. Give the completed applications to a staff member.

If students aren’t sure of their card status:
- They can go with the staff member to the office, where someone will check the computer for them.

If students use their children’s cards:
- They can continue to use them, but we would encourage them to get a card of their own.

If students have fines they can:
- Check out books if the fine is under $10.
- Go to the Fremont Library after class to pay them.
- Pay by credit card on the library website.
- Notify us if there are special circumstances and we will put students in touch with the manager of our department. No student will be kept from checking out a book from the literacy program because of overdue fines.
Day Two: Check Out Books

- Half an hour before class ends, please bring your students to the Write to Read office (Fremont) to Circulation staff (Branches) to check out their books.
- We’ve made special arrangements to extend the due dates for students to one week past the last day of the session. If the session ends on December 12th the books are due back by December 19th
- No books can leave the building unless they are checked out on a library card.

Day Three and Beyond

- When new students join your club after the start of term, have them check out book by the second time they show to your class. Books can be check out by Extension staff.
- Students who drop out should return their books immediately, not at the due date, because the books may be needed for other students who join the class.
- Any books that are turned in early can be:
  -- given to a Write to Read staff person (Fremont) or Circulation staff (Branches)
  -- left at the reception counter
  -- dropped in a library drop box
  -- returned to any Alameda County Library branch.

Remind Students Not to Write in Their Books
Ask your students to write on Post-it notes, rather than in the books. Remind them that many other students will be using these books in the future.

Student Attendance Policy
The rules are listed on the back of the schedule sent to students every term:

- You can only sign up for ONE club at the beginning of the term.
- If the class is full, you can be placed on waiting lists. After two weeks, if a spot opens, you can be added to that group. Please call to check for an opening.
- You must come to the first day of class or you will lose your spot.
- If you miss more than two class meetings during the term, you may be asked to give up your spot to make room for another student.
- All classes are free of charge. Books are provided.

Remember to Notify Us if You Cancel Class
Sometimes tutors tell their students they’re going to cancel a meeting, but they forget to let us know in the office. We need to know because we may be sending brand new students to your class. In the event you cancel, we need to let them know beforehand.
Please Talk to a Live Person if You Need to Cancel Class

If you become ill or have an emergency, please let us know. Call the office at (510) 745-1480 and talk to a live person. We can call any new students we were sending to your class as well as your ongoing students.

Thank You for Keeping Schedule Changes to a Minimum

Class times and dates are on a printed calendar that goes to nine library branches. Making changes involves re-printing the calendar, amending room reservations, and making lots of phone calls. That’s why we are so appreciative when you keep cancellations and changes to a minimum.

Reporting and Attendance

Mamta Tiwari designed a very sleek, user-friendly new form for reporting your teaching hours (as opposed to the students’ attendance hour form, which remains the same). The form is quick and easy. She’ll email you toward the end of September. Please watch for Mamta’s email. Her address is writetoread2013@gmail.com. Thank you in advance for saving time and energy by getting your report back to Mamta by the due date.

Take Attendance Every Week

Fremont: Please take attendance at every meeting, and leave your attendance sheet in your inbox. Rachel or Darlene will input your attendance every week and print you a new attendance sheet.

Branches: Please complete your online attendance form (Google doc) at every class. The attendance stats will be collected by Mamta Tiwari. If you have any questions about how to access and complete the form, contact Mamta at writetoread2013@gmail.com.

Email Us Your Teaching Hours

At the end of the month, you’ll receive another email from Mamta requesting a report of your teaching hours. This is a different report than the one for your students’ hours. We need to report these figures monthly to our funders. Thank you for saving us time and energy by getting your report back to Mamta by the due date (end of the month).

Roles & Goals

Near the end of the term, a staff member will contact you and arrange to come to your class and complete student Roles & Goals forms. This is required by our funders. Please allow the staff person time to meet with each of your students.

Have an enlightening and rewarding term, and THANK YOU for providing such a valuable service to the community!!!!!!!