Library Mission Statement

The WMS Library shares Woodinville Montessori School’s mission of being “a diverse community of lifelong learners dedicated to the optimal intellectual, emotional, social, physical, ethical and spiritual development of each child using Montessori and contemporary methods.” The WMS Library provides students and teachers with resources that support this philosophy, while also nurturing the students’ desire for life-long learning and providing the tools to use information critically.

Check-out Policy

The WMS Libraries are open for our families to use. However, due to the size of our library and the number of resources available, we have limitations on what parents may check out. Parents are welcome to read books with their children in the library. Elementary and Early Childhood student books are not available for parent check-out so that our entire collection is available for students during the school day. Parents may also check out parent resource books in the Media Resource Center adjoining Elementary Club House in Building 2.

There are level-specific rules for our students to check out books and bringing them home:

*Early Childhood* students are welcome to visit the library with their parents or guardians and read books in the library.

*Kindergarteners* have a scheduled library time every month, during which they check out two books to bring back to their classrooms for quiet reading times during the school day. They may check out new books only when their previous checkouts have been returned.

*Lower Elementary* students check out two books during their weekly library visits. These books are kept in their classrooms for silent reading times. They are welcome to check out an additional five books for research projects throughout the year, with special teacher permission.

*Upper Elementary* students may check out five books to bring home.

*Secondary* students may check out up to ten books to bring home.
There are no late return fines. The check-out period is three weeks. Any books not returned by June 10th will be charged to the family’s account so the book may be replaced.

**Multiple Locations**

There are three library locations in addition to the collections in each classroom:

- Carol Zielke Library in Building One: serves students and classrooms in Early Childhood and Elementary.
- Media Resource Center in Building Two: contains upper elementary non-fiction and parent and teacher resources.
- Secondary Library in the Secondary space: fiction and non-fiction resources.

In addition, the Woodinville campus faculty borrow classroom books from the Carol Zielke library. There is a shelf of Parent Resources in the Program Director’s office.

**Online Resources**

The school subscribes to the [Britannica School](https://www.britannica.com) which is an online resource with multiple reading levels. We also make continued use of the King County Library System resources.

**Donations and Gifts**

The WMS Libraries gladly accepts donations of books that align with the library's mission and the school's curriculum. Please note that any books the librarian does not catalog may be donated to a charitable organization. The library generally does not accept books based on TV shows or movies, or brand name books (M&M, Disney, etc.). The classroom teachers and librarian contribute ideas to the WMS Library Wish List on Amazon that provides gift options for the school.

Donations may be dropped off in the Building 1 Library at the librarian’s desk. Please complete an In-Kind Donation Form to leave with your donated materials with your personal information in the top portion, and in the bottom section, complete the following:

- **Item**: The type of material and quantity
- **Program**: Library
- **Fair Market Value**: Determine the value of this donation—the librarian may not do this for tax purposes
- **Tax Receipt**: Check if you would like a tax receipt
- Lastly, please note on this form whether you would like your name to be written on a tag to be placed in your donated books.
Birthday Books

Since parents often use a child’s birthday as an opportunity to give to others, we have set up a Birthday Book program to make it easier. You and your child may now choose a special book to gift to your classroom or to the school library for all our students to enjoy. Please give the Birthday Book of choice to the librarian to catalog, along with a completed Birthday Book Form that you can get from the librarian. Your child can complete a book placard to be placed inside the book as well.

Contact Information

If you have any questions, please contact Emily Schlieman at library@woodinvillemontessori.org.