

## RIF Paragon Mills Elementary Book Room Details

**Because of the distance between Paragon Mills Elementary and the Book'em book room at Cockrill, there are RIF books available at Paragon Mills for PM readers to access. They are stored in Room #121.**

You will be able to get books for students to keep, pick up your tip sheets/guardian letters, and log your books in this book room. **Paragon Mills does not have a Lending Library for read alouds** so we recommend bringing your own book or a book from the public library to read to your class. If you are unable to do that, you may use one of your extra books for the teacher as your read aloud book.

If you need a refresher on RIF procedures, please go to our RIF Volunteer Resources page on our website at <https://bookem-kids.org/rif-volunteer-resources/>. There are separate pages for Returning or New Volunteers that give full program details.

**Paragon Mills' hours are 8 a.m.- 3 p.m. M-F.** It is best to avoid visiting the school near opening or closing hours because of the increased bus and car traffic during those times.

Due to the school's security protocols, the book room may be locked, and you may need an office staff person to escort you to the book room to be let in. If you leave the book room and then wish to return, you may have to go to the front office and have a staff person let you in again. Be sure to ask for help if you don't know where your classroom is in relation to the book room.

**You are always welcome to get your books from Cockrill, if preferred. This additional space is intended to create less travel for volunteers, but it is not required for you to use.**

Tip Sheets have changed this year. We now have a guardian letter in each language with a QR code on it that links to Tip Sheets 1-5 in that language. This means rather than taking 5 different Tip Sheets in addition to the guardian letter, you will only need to take that one sheet for the entire year.

You can view photos and additional notes about the Book Room Space below.

This is a new process/space for RIF at Paragon Mills. We have tried to anticipate your needs but welcome your feedback. Email us and/or be on the lookout for a volunteer check-in form that will be coming your way soon!

**Questions/Comments?** Contact Caroline Lewis at [Caroline@bookem-kids.org](mailto:Caroline@bookem-kids.org) or Cari Sands at [Cari@bookem-kids.org](mailto:Cari@bookem-kids.org) or Book'em office 615-255-1820.



The mini book area is located in a large supply closet marked “music storage” within a room (room #113), marked “music”. The music room is not currently being used as a classroom for music instruction.

The storage/music room may be locked. If you weren’t accompanied by a staff member to the room to unlock it, you may call the front office staff at 615-333-5170 or walk back to the office to request assistance.



The lights in both the storage area and music room may not come on automatically – the light switches are buttons close to each door.



There may be a Paragon Mills staff member working inside the large music room – that's okay! They know we will have volunteers in and out. The room is being used for various things and may be messy. Please just carefully walk through the room to the music storage closet in the back left corner. There should be a Book'em sign by the door.

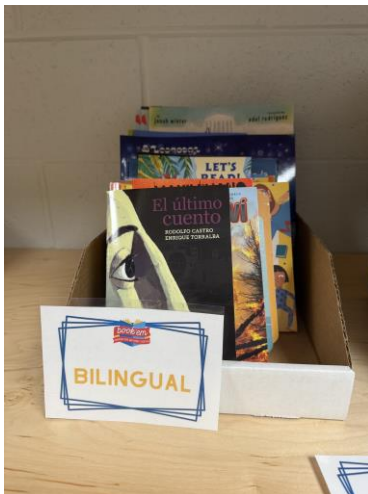


You’re in the right place! It will look like this from the doorway.

We realize this area is tight. Please be careful when selecting your books – watch your head on the wooden shelving. The shelves are deep and there are some books low to the ground. We are grateful to Paragon Mills for giving us space in their building, but we know this area isn’t extremely easy to work within. There will

likely be other things stored in the area we're using. Please be mindful of taking items only from our marked spaces.

The books are labeled by grade level. There are books on multiple shelves and boxes for each grade.



There is a very small bilingual section – we are in the process of getting additional books for this section.

There are Book'em bags available, as well as tip sheets/guardian letters and the log out form for your books. If needed, accident forms are also available.



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