

RIF Glengarry Elementary Book Room Details

Because of the distance between Glengarry Elementary and the Book'em book room at Cockrill, there are RIF books stored at Glengarry Elementary for any RIF volunteer to access.

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. **Glengarry 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.

Glengarry's 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.

The Book Room at Glengarry is located in an office within the school library. If the door to the library is locked, simply knock and the librarian will let you in. If you have any difficulty getting into the library, let the front office staff know and they can assist you (615-360-2900). There may be times when tutors are working with students in the bookroom. You are still welcome to pick out your books while they are working, but please be mindful of them. **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.

Directions from the Main Office:

Turn Left out of the main office

Take the first Right and then another Right followed by a quick left.

The Library/RIF book room is at the end of the hall.

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

You can scroll down to view photos and additional notes about the Book Room Space.

Questions/Comments? Contact Caroline Lewis at Caroline@bookem-kids.org or Cari Sands at Cari@bookem-kids.org or Book'em office 615-255-1820.

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RIF books are located on bookcases in the library office. Once in the library, you will see a glass window to the office – move past the library check in/out desk around the corner to the door to the office. You will see Book'em signage and our marked shelves. Please only take books from our Book'em shelves. (If unsure if they are our books, look inside the book or on the back cover for a RIF sticker or stamp.)

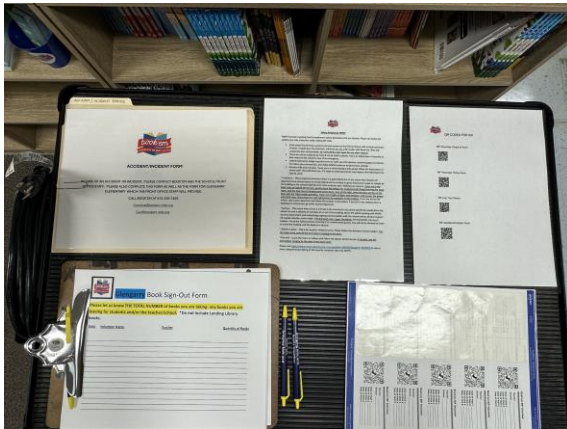
Entrance to office/book room



RIF Bookshelves



RIF cart with tip sheets



Top of RIF cart – book log out, accident form, etc.