

Stettin Library Matrix

Routines & Rules	Coming into the library	Ready for lesson	iPads	Cleaning up after lesson	Looking for books	Checking out	Ready to leave
Work	Return books first thing in the morning	Have materials ready Be excited about learning	iPads apples up and closed until needed	Return materials to proper place	Check Destiny to see how many books you may check out Use shelf marker	Put shelf marker away	Table is picked up and ready for the next group
Respect	Enter library quietly Sit down and be ready to learn	Body Basic 0 voice level	Put iPads 'apples up' and hands off if someone is speaking	Table is cleaned up	Use iPads to find your books Make sure to put books on the shelf correctly	Have books right side up and scan ready Sit down and read	Wait to be dismissed to line up
Belong	Find your place and wait for instructions	Give attention to the speaker	Know where your iPad is at all times	Save work	Share items with others Ask for help	Wait for your turn	In line voice volume is 0
Safe	Walk into the library	Sit properly in your chair	Close iPads correctly, do not swing shut	Push chairs in so friends can easily move around the library Clean off floor	Shelf Markers should not be slapped	Close your books when moving around the library	Push in chairs Walk to get in line Line order if necessary