# Setting Up Classroom Libraries

This playbook provides a detailed guide to creating and maintaining an effective classroom library that promotes literacy and instills a love for reading among students.

### Step 1: Planning

Determine the space for the library considering available room space, accessibility, and visibility. Decide on a categorization system for the books, which could be by genre, reading level, or themes. Plan your library layout, including bookshelves and seating arrangement.

### Step 2: Budgeting

Allocate a budget for purchasing books, shelving, and other materials. Explore potential funding sources like grants, donations, or school funds.

### Step 3: Sourcing Books

Acquire books through bookstore purchases, second-hand finds, donations, or loan systems. Aim for a diverse selection that caters to various interests and reading levels.

### Step 4: Organizing

Label and organize books according to the chosen categorization system. Ensure labels are clear and consistent for easy navigation.

### Step 5: Decorating

Make the space inviting with comfortable seating, appropriate lighting, and decorations. Consider students' input for a personalized touch.

### Step 6: Implementing Rules

Establish a set of rules for the use and care of the library and books. Teach the rules to students and enforce them consistently.

### Step 7: Promoting Usage

Encourage students to use the library through activities, book clubs, or reading challenges. Integrate library time into the regular classroom schedule.

### Step 8: Maintenance

Regularly check and repair damaged books, update the book selection, and reorganize as needed. Involve students in the maintenance process to foster a sense of ownership.

## General Notes

### Inclusivity

Ensure the library includes books that reflect the diversity of the student population, representing various cultures, languages, and experiences.

### Collaboration

Involve students, parents, and other teachers in the development and upkeep of the library to build a supportive community.