Preparing your books

Your library and book corners will be central to Renaissance Accelerated Reader (AR). They need to be organised in a child friendly manner so that pupils can independently find books at an appropriate level. There are three steps to creating an AR library:

      1) Identify your AR books
      2) Label your AR books with the appropriate book levels
      3) Check your book stock for gaps

1) Identifying your AR books

Your coach will assist you with this process during your first telephone training session. If you have an up-to-date catalogue of your book stock, please email this document to your coach as an Excel or CSV file prior to the session. If you need help exporting from your Library Management System, you can find step-by-step guides here: www.renlearn.co.uk/implementation-timeline/

If you do not have a book list, don't worry, bring along a few books to your first telephone training session and your coach will show you how to create a book list manually on AR Book Guide.

2) Labelling your books:

We recommend placing two labels on your AR books:

1. **Information label**: a larger label containing information about the book and its corresponding quiz. This can be printed from AR Book Guide or directly from your Library Management System. It is typically placed inside the book's front cover.
2. **Spine label**: a smaller label on the spine to allow pupils to identify Book Levels. This information can be written on AR logo labels, which can be purchased from our online shop at www.renlearn.co.uk, or on plain labels. Some schools also create a colour coding system to indicate the rough range of the book (e.g. 2.0-2.9, 3.0-3.9). There is no set colour scheme, however you may like to match the colours of neighbouring schools or library services if they also use AR.

We know that finding time to label you books can be a challenge. Below are tips shared by teachers and librarians in other AR schools.

- Prioritise classroom books first.
- Find out whether any support staff could be taken off timetable for a few days.
- Set aside a staff meeting to label the library and/or classrooms.
- Only label Library books which are at the appropriate Book Level and Interest Level for the pupils using AR.
- Involve older children: pupils may enjoy the opportunity to catalogue books using an ISBN scanner or to help find books as part of a 'treasure hunt'.
- If you are a primary, contact your feeder schools: they may be able to provide student assistance as part of a work experience or transition scheme (especially if they also use AR).
- Invite parents to a labelling party: many parents are keen to learn about new literacy initiatives, blend together an information evening with book labelling.
- Prior to labelling, group your books by Book Level. Book stock can then be labelled and re-shelved level by level. To produce an alphabetical list of your AR books and their corresponding Book Levels, go to the Book List report in AR Book Guide. Book Labels should then be printed in order of Book Level.
- Outsource the task to one of our partnered book suppliers, some of whom will pick up, label and catalogue your existing book stock for a cost.
- No time? We strongly recommend labelling your AR books as this will provide your pupils with a smoother introduction to the programme. However, if this is not possible, you can use www.arbookfind.co.uk to help pupils identify appropriate books within your school and teach the pupils how to label the books correctly as they are read. Ask your coach for more information.

Organising your books:

AR is a pupil led programme, pupils therefore need to be able to confidently find books which are both at an appropriate Book Level and which interest them. If you organise your book stock within a central library, consider when in the day pupils can access the books. Will you need to extend opening hours before and after school? If they are within a classroom, are there enough books at each Book Level to provide choice? How often will you review the book stock to maintain the pupil's interest and keep up-to-date with their increasing reading abilities?

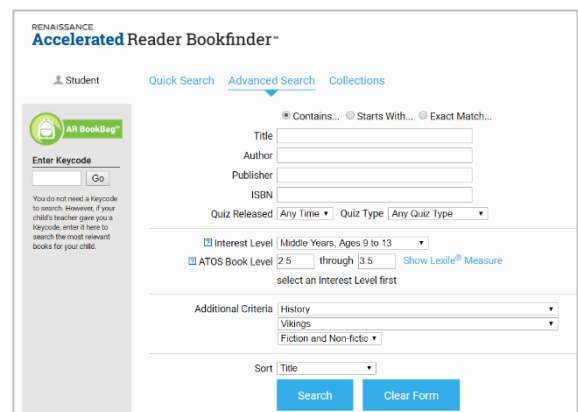The most popular methods of organising books are:
- **By Book Level**: This system is often effective for book areas managed by the pupils themselves. Books can be divided into boxes by Book Level or simply separated on the shelves with dividers. You may also consider this method for younger or weaker readers who require extra guidance.
- **By Author**: You may like to continue your current system of organising books. This system can work effectively with AR, however, ensure the spine labels are large and bright to aid identification. You may also like to create a 'Quick Reads' or 'Recommended Reads' area to help pupils find appropriate books when they are short of time.

3) Identifying gaps in your book stock:

While labelling your books, you may notice shortages at particular Book Levels. We recommend that you do not order new stock until you have tested your pupils on the Renaissance Star Reading Assessment. Once this task has been completed, and your books are catalogued, your coach will help you identify where you are likely to experience shortages. This will help you get the most out of your library budget.

AR books can be purchased or borrowed from any source including public libraries, library services, eBook providers and books from home. However, if you need to purchase additional stock for your school, you may wish to browse our partnered suppliers who often offer special deals for AR schools. More details can be found at:
www.renlearn.co.uk/about-us/partners

Make sure to visit www.arbookfind.co.uk, a public database of all AR books. Browse the 'Collections' tab to find out which titles are most popular for particular ages and reading abilities, or use 'Advanced Search' to look for specific Book Levels, Interest Levels and topics. For example, do you have enough non-fiction texts to help your struggling readers access the history curriculum? Consider adding a shortcut to the site on your school's website to encourage parental involvement and allow pupils to select books from home and the public library.
Please note, the UK and US versions of the website are different, so take care when purchasing books.

What to do with Non-AR books:

AR includes quizzes on over 30,000 books with up to 200 more being added each month. However, there will be books in your school which haven't yet been quizzed. If a title does not appear at www.arbookfind.co.uk, please complete a short suggestion form and you will be updated when the quiz is released:
www.renaissance.com/Customer-Center/Suggest-Quizzes-UK.