Return all movies and books checked out by the teacher, including class sets, by end of the day Friday, May 19th. If you have a lot still out, PLEASE try to return them sooner.

If the inventory is finalized before a book comes back, the computer dumps it from the catalog. All student books should already be returned. Students should not be allowed to participate in field day if something is missing from the library, or they owe the school money. All student records must be cleared by the end of the school year or the report card will be held. If you think all of the books from your class have been returned, let me know, and I will see if anything is still missing (or accidentally got back on the shelf without getting checked back in).

You may return all equipment (cd player, overhead projector, listening center, lcd projector) on your AV cart beginning May 24th. I would ideally like to keep all the equipment you used together on your AV cart. Tape this note to the cart. It is due before lunch on Friday, May 26th.

If you have a set of encyclopedias you would like to keep next year, put them on your cart. If you want your lcd projector next year, attach your name to the bag. (A piece of masking tape or a sticky note will not stay attached over the summer). Wrap paper around the strap and staple it together. You can also keep your same doc cam next year too, so put your name on it.

I must scan all the barcodes on all of the items. Please consider this when placing items on the cart. I need everything borrowed from the library back except maps, lap maps and globes. Make sure you keep your dongle, put your name on it.

For teachers in the portables, make sure your name is on each computer, keyboard, and/or TV from your classroom when you bring them to the library to store for the summer. Keep your power cord attached to your computer.

Please list below the items on your cart you DO NOT want back next year (i.e. you got a promethean board).

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QUICK SUMMARY:

Teacher equipment due back May 24-26th.

1. Put your name on everything!
2. Put your flex cam (document cam) back in the cardboard box it came in with it’s barcode.
3. Put projector back in it’s bag, barcode facing up.
4. Put your listening station (earphones and cd player) on your cart.
5. Bring all to the library as soon as you would like to, but before noon on Friday May 26th.
6. Keep your dongle.