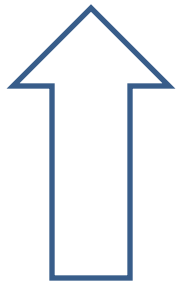


# Beginning of the Term: Textbook Check OUT Procedure



## General Notes:

- I thank you in advance for your patience and flexibility!! ☺
- The library will be closed during class periods
  - Please do NOT send students down until we are finished with textbooks.
  - Watch for an e-mail with the specific dates and sign up link.

The Procedures: It'll be as painless as you make it! ☺

## Teacher Sign-ups:

1. Teachers, please sign up for your time slot on the Google sheet at <http://bit.ly/2ixctfm>.
2. Please make a note of the **textbook** your students will be checking out and **how many** you will need.

## Student Procedures:

1. **Students will get textbooks when they come down to the library NOT from the Book Room** (Textbooks are now stored by the Librarian in the Library and/or in the Textbook Storage Room).
2. Textbooks will be organized by department/subject in the back Library Room. Library Science students will direct the students where to go.
3. Students need to check for damage to the book.
  - a. Note damage on inside back cover by writing the date and short description of the damage
4. Students write their name on the inside front cover of book (including novels).
5. Teacher explains...
  - a. line-up procedure (detailed below)
  - b. that students will need to be quiet, orderly, and in a single-file line inside the library (we need to be able to hear students as they check out books)  
→*Your class will be asked to exit the library and re-enter quietly if they are disorderly*
  - c. how to present the textbook for scanning
    - i. So the back cover is right-side up and the AnHS barcode label is at the top as you look at it (*not* the publisher barcode)



AnHS barcode label at the **TOP**, furthest away from you

6. Line up as follows:

- a. **FIRST**: Students with ID cards
- b. **SECOND**: Everyone else

7. Walk down to the library

8. Teacher comes in first

→ *Students will not be admitted inside the building until the teacher is present*

- a. Teacher: please stay inside the library and keep your class quiet, orderly, and in a single-file line at all times until scanning is complete
- b. Students enter the library as follows in a single-file line:
  - i. **FIRST**: Students with ID cards
  - ii. **SECOND**: Everyone else

9. After book is scanned, students exit the library and wait for the rest of the class and the teacher

Please (!! ) go over the entire check-out process with your class *before* coming down to the library so your students know what to expect.

# Thank you!!!