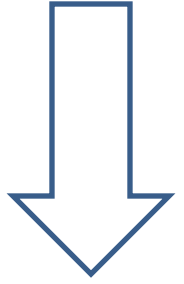


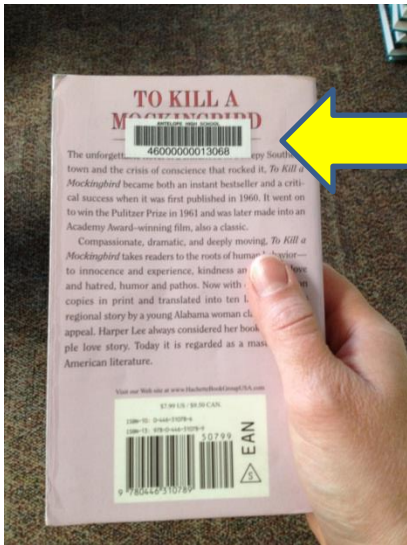
End-of-the-Term: Textbook Check IN Procedure

General Notes

- I thank you in advance for your patience and flexibility!! 😊
- Sign up for a class time at https://drive.google.com/drive/folders/OB67_uHKmRwEAbG9pZDUxUVZTM2s?usp=sharing



1. Teacher explains...
 - a. 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***
 - b. 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

2. Walk down to the library
3. Teacher comes in first
→ ***Students will not be admitted inside the building until the teacher is present***
 - a. Teacher: please stay inside the library keep your class quiet, orderly, and in a single-file line at all times until scanning is complete
 - b. Students enter the library in a single-file line (in any order) and have books scanned
 - c. Students will say their first and last names as the book is scanned, so we can be sure they're turning in the same book they checked out.
4. After book is scanned, students leave book, exit the library, and wait for the rest of the class and the teacher
5. Books are stored in the Library.