

# GUIDELINES FOR USING AND MAINTAINING OUR BOOK ROOM

1. When you take titles for guided reading, please (scan, use clothespin, card, and so on)
2. For K-1 teachers, if you keep a copy for a browsing box, please note on the container
3. Please keep books for a maximum of two weeks and then return them (or check out again if you still need them).
4. Help each other return the books and keep them neatly organized in the boxes.
5. Your team is responsible for checking the order of the room each month (see schedule below).

## Maintenance Schedule:

**September:** Grade 6 Teachers: \_\_\_\_\_

**October:** Grade 5 Teachers: \_\_\_\_\_

**November:** Grade 4 Teachers: \_\_\_\_\_

**December:** Grade 3 Teachers: \_\_\_\_\_

**January:** Grade 2 Teachers: \_\_\_\_\_

**February:** Grade 1 Teachers: \_\_\_\_\_

**March:** K Teachers: \_\_\_\_\_

**April:** Principal and Office Staff: \_\_\_\_\_

**May:** Meeting of all staff to evaluate book room system and plan to order new titles.

**June:** FINAL CHECK AND CELEBRATION LUNCH!

## Maintenance Checklist:

- ☐ Go through each bin to be sure books are filed under the right title and level.
- ☐ Check for and note missing books in the book room notebook.
- ☐ Put out a notice asking for missing books.
- ☐ Identify books that are torn or need to be replaced and note in the book room notebook.
- ☐ Generally, check the book room for order and cleanliness.
- ☐ Refresh supplies in meeting area.

Figure 17-8. Guidelines for Using Our Book Room