**Managing Science Trade Books**

* Books will be arriving as a set, labeled for the classroom it will be checked out to (ex: 3-1, 3-2, 3-3, 4-1, etc.)
* There are sets of science resources for 3rd, 4th, and 5th grades.
* Books will be checked out to the classroom: ex: 5-1, NOT to the teacher’s name. This is so that the due date isn’t until early June. That way, you aren’t getting overdue notices for the specific teachers each week.
* If a teacher doesn’t teach science, check out their set to a teammate who DOES. So, perhaps the 4-2 classroom will receive TWO sets of books.
* If that science teacher does not want two or three sets of books in his/her classroom, each homeroom should get a set for use as a supplement to the classroom library.
* Some sets are not quite complete – one or two titles yet to arrive. You’ll have to import these titles into Destiny, then check them out to the classroom that was expecting them.
* At end of year, you need to assure which titles still exist in the teacher’s classroom. One idea is to print out a list of books that the teacher should have, go to the classroom and check off each title on the list that you see. Go back to the library and manually check the books in.
* After all books have been checked in, check them back out to the classroom that will be using them next year. If a teacher is being transferred, they are to leave the books in that classroom.
* Report any lost materials to library supervisor.