

Library Distribution Timeline May 10, 2011

| Activity | Date | Who is responsible | Comments/ Questions |
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| Preliminary inventory completed by M&O Department | April 25-29, 2011 | Jeff McDaniel, Joe Estrada, Lorie O'Brien, April Arnold, site principals | |
| Development of guidelines for withdrawing books from Holbrook and Glenbrook. | May 2-13, 2011 | Jennifer Sachs- Will speak to DO to determine if keeping records are necessary or if the materials can be simply deleted from site. Marilyn Wolf- Draft basic guidelines | |
| Last day to check out books at Glenbrook and Holbrook | May 5, 2011 Glenbrook May 9, 2011 Holbrook | Librarians- Holbrook and Glenbrook | |
| Order boxes from warehouse to be delivered at Holbrook and Glenbrook | May 2-5, 2011 | Jennifer Sachs | Forms will say that boxes should be delivered to library. Completed |
| Receiving school librarians (Sun Terrace, Wren, Oak Grove, El Dorado, and Valley View) will visit Holbrook or Glenbrook in the PM (or during the school day with prior approval from Jennifer or site principal) to collect books and materials. | May 23-24, 2011 | Jennifer will send information to librarians and site principals. | If a librarian needs release time from their site, please contact Jennifer Sachs or speak to their site principal. Librarians should also contact Holbrook or Glenbrook prior to visit. It is critical that librarians review the inventory in Destiny on what items are available at the site prior to visiting Holbrook or Glenbrook. <i>Materials, furniture, carts, etc. will not be distributed until after the fixed asset inventory is completed.</i> |
| All other librarians will be able to visit Holbrook and Glenbrook in the PM to collect books and | June 1-3, 2011 | Jennifer Sachs will communicate information to | It is critical that librarians review the inventory in |

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| materials. | | librarians. | are available at the site prior to visiting Holbrook or Glenbrook. |
| Staff at Holbrook and Glenbrook can visit library to collect books and materials. | June 6-9, 2011 | Jennifer Sachs will communicate information to principals who will communicate with the staff at Holbrook and Glenbrook. | Teachers should contact appropriate librarian prior to visiting the library. |
| Additional IMA support will be provided at Sun Terrace, Wren, Oak Grove, El Dorado and Valley View to assist with the inputting of new books. | August 2011 | Jennifer Sachs | In August, librarians will be contacted by Jennifer to determine the amount of IMA support necessary to input new books and materials into Destiny. |
| <i>At the beginning of the school year, Jennifer will work with IMAs and warehouse staff to have the remaining library books made available to students at the receiving schools.</i> | <i>September 2011</i> | <i>Jennifer Sachs</i> | |