



# Recommended Task

## Sample Schedule

Here is an example of some school library schedules broken up into daily, weekly, monthly, quarterly, and yearly tasks. Feel free to use this as a guide, but be sure to adapt it to best fit your specific school.

(YOUR SCHOOL'S NAME) ELEMENTARY  
**GENERAL SCHEDULE**

**DAILY/WEEKLY/MONTHLY/QUARTERLY/YEARLY**

**DAILY SCHEDULE**

**A. Before School –**

1. Unlock school library door(s), turn on lights and computers. Computer passwords are: \_\_\_\_\_. The catalog password is: \_\_\_\_\_.
2. Check email; check daily schedule; check mailbox in faculty room.
3. Prepare teaching materials for the day.

**B. During the Day –**

1. Greet each class as they come in, check in their books, and help reshelve the returned items. Run overdue lists for each class after books have been checked in.
2. Have students sit on risers/carpet/chairs for story time, book talks, or instruction.
3. Talk with students who have overdues, and give teacher overdue list of student names and notices (not including titles).
4. After story time etc., help students locate books and check them out. Have students sit quietly at desks and read until time to go.
5. Straighten the school library after each class.
6. The school library will be closed from 11:30-12:00 for lunch break.
7. If time permits, catalog new items, repair books, prepare book and supply orders, etc.

**C. End of Day –**

1. Straighten school library and check out books to students and faculty who come in after school.
2. Shelve books.
3. Turn off computers and lights. Make sure all other machines are turned off.
4. Close windows and blinds and lock the doors.

**WEEKLY SCHEDULE**

**A. Monday –**

1. Plan out weekly schedule. Plan out reading time.
2. Shelve books if necessary.
3. Catalog new items and repair damaged items, prepare book and supply orders, etc.
4. Work on budget (book orders, equipment orders, etc.)
5. Prepare for extra activities scheduled in the library during the week. Prepare book carts, visual aids, etc.

**B. During the Week –**

1. Plan out free time, so that it will be used wisely.
2. Use one-hour blocks of time or larger to cataloging, repairing items, budgeting, and ordering.
3. Call on outstanding orders if they have been out a while and find out their status.

4. Always browse shelves for books that are misplaced, need repair or should be weeded.

#### C. Friday –

1. Make sure that the library is tidy before closing for the weekend.

### **MONTHLY SCHEDULE**

#### A. Beginning of the Month –

1. Set up the monthly calendar so that teachers can schedule extra instruction and other activities.
2. Set up tentative monthly schedule and themes for story time/book review/instruction.
3. Make calls to parents for books that are more than 3 weeks overdue.
4. Plan to attend professional development trainings.

#### B. End of Month –

1. File the old months calendar for stats.
2. Review story time/book review/instructions given during the month and explore ways you could improve them.
3. File all notes away that were used for instruction, so they may be used again.
4. Call home to retrieve lost books.
5. Review and reflect on what you learned in professional development and begin to implement.

### **QUARTERLY SCHEDULE**

#### A. Each Quarter –

1. Make a tentative monthly theme for each quarter of the year.
2. Review yearly schedule (parent teacher conferences, book fairs, district meetings, holidays, etc. Prepare for events that occur each quarter.
3. Review goals for school library improvements for the year to assure that they are being implemented.
4. Review tentative monthly themes for story time etc., and make sure they are relevant or change them if needed.
5. Call home to retrieve lost books.
6. Review yearly budget (check supplies) and use money to purchase needed items.

### **YEARLY SCHEDULE**

#### A. Early in the year –

1. Review with teachers the circulation policies and how their school library time is used. Give them a copy of your policies and procedures document, and review copyright laws.
2. Review your Binder and update where necessary.
3. Use your paid days before school starts to prepare.
  - a. Download student names from school accounts.
  - b. Prepare a tentative yearly calendar (Book fairs, district meetings, holidays, parent teacher conferences, etc.
  - c. Prepare a tentative yearly schedule for reading time and monthly themes.
  - d. Prepare class schedules (library time) and let teachers know of open blocks

of time during the week for scheduling class instruction and research.

e. Prepare letters for students to take home and have signed before checking out books. Send them home on their first visit.

f. Prepare orientation for the first time classes are in each year. Include book care, circulation policies, school library rules, etc.

g. Prepare bulletin boards, posters, displays, etc.

#### **B. End of the year –**

1. Begin inventory on first Monday in April, and complete by the last two weeks of school. Include all items (books, equipment, art prints etc.) with a barcode.
2. All books checked out to students will be due two weeks before the end of the year.
3. Call home to retrieve lost books or money to pay for them.
4. Straighten books, clean shelves, repair books etc.
5. Complete all financial work with the secretary. Make sure all order have been received and paid for. Spend all the money!
6. Make summer maintenance list.
7. The school library doors will be open during the last two weeks of school. Teachers may still bring classes in, but will be on their own. Librarian will be working on inventory, collecting books, etc.
8. Prepare advertising for summer library.
9. Take down bulletin boards, and clean library.
10. Run end-of-year reports and update catalog records and archive them.
11. Turn off computers and cover them.