



- Organization of the library: Where Easy, Fiction, Non-Fiction, and Reference areas are located. Discuss areas or centers (how many and when they may go there)
- **Library Cards:** Each patron has a card. Discuss where they are located and what a barcode is.
- Procedures: Step by step of how to use a shelf marker, what to do if they don't want the book, what a cart is, finding the library card, order to check out (library card, book, then checkout card) where to go when finished, what to do if did not bring back a book, number of books to check out then what to do to return at book.
 - Free flow rules: must be able to do alone, can not disturb a class already in media center.











































Sallie Cone Media Center Schedule

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Sallie Cone Media Center Daily Schedule

Cathy Toney, Media Specialist

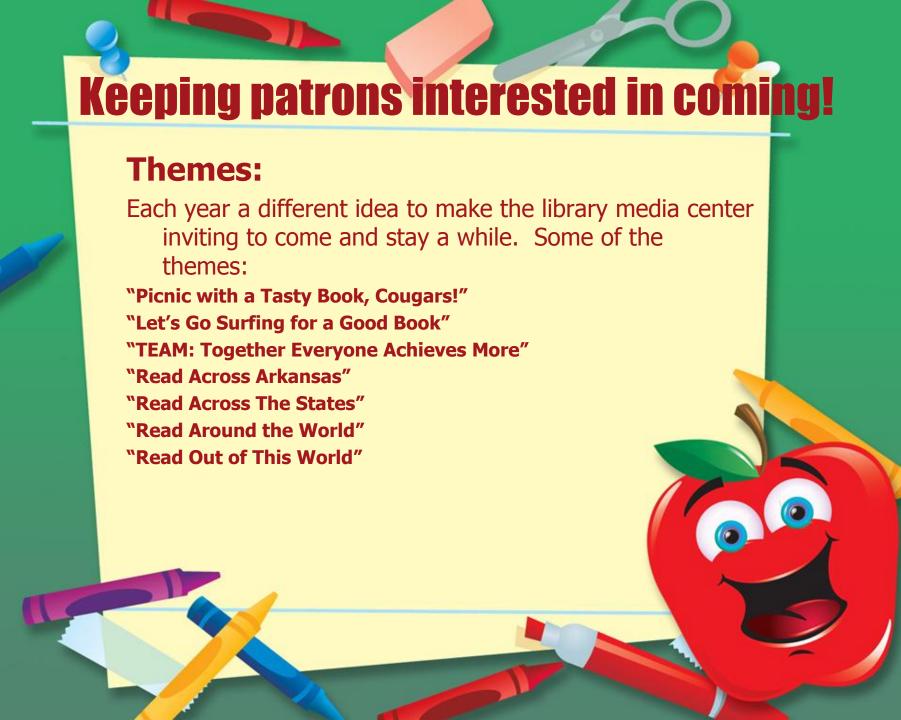
2010-2011				
Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:10	8:00-8:10	8:00-8:10	8:00-8:10	8:00-8:10
8:20-9:00 Shock: working with 4 th grade	8:20-9:00	8:20-9:00 Honey (3)	8:20-9:00 Bell (3)	8:20-9:00 Smith (3)
9:00-9:40 Shock: working with 4 th grade	9:00-9:40	9:20-9:40 Sutterfield (K) 20 minutes	9:00-9:40	9:00-9:40
9:45-10:25	9:45-10:25	9:45-10:25	9:45-10:25 Hendrix (4)	9:45-10:25 Bateman (1)
10:25-11:05	10:25-11:05	10:25-11:05	10:25-11:05 Kotch (4)	10:25-11:05 4 th grade team meeting
11:05-11:45 PREP	11:05-11:45 PREP	11:05-11:45 PREP	11:05-11:45 PREP	11:05-11:45 PREP
11:45-12:15 Lunch	11:45-12:15 Lunch	11:45-12:15 Lunch	11:45-12:15 Lunch	11:45-12:15 Lunch
12:35-12:55 Parham (K) 20 minutes	12:35-12:55 Wells (K) 20 minutes	12:15-12:55 Smith (K)	12:15-12:55 Parham (K)	12:15-12:55 Sutterfield (K)
1:15-1:35 Smith (K) 20 minutes	12:55-1:35 Benchmark Boot Camp 3 rd grade	12:55-1:35 <i>G</i> ray (1)	12:55-1:35	12:55-1:35 Wells (K)
1:40-2:20	1:40-2:20 Benchmark Boot Camp 4 th grade	1:40-2:20 Scott (2)	1:40-2:20	1:40-2:20 Kordsmeier (1)
2:20-3:00	2:20-3:00	2:20-3:00	2:20-3:00 Bonner (2)	2:20-3:00 Garrett (2)





















Sallie Cone Library Media Center Substitute Folder

