

Suggested Ideas and Timeline

Back to School Time:

- Request from registrar a list of teachers with homeroom codes
- Set up classes in Destiny
- Make Library schedule for library rotation
- Set up circulation notebook, run class barcode lists

August

- Make sure Destiny Remote is on your circulation desk computer, if not please visit [Follett's Website and download](#) Type remote access in the search box and choose "Getting Started with Follett Remote"
- Join TLA or a professional organization of your choice for librarians
- Subscribe to the [TLC listserv](#)
- Review the [librarian appraisal instrument](#)
- Save the Student Learning Impact Report on your desktop
- Discuss with your principal and plan to attend the [TLA Conference](#) – April 17-20, 2012 in Houston, along with any other professional development opportunities you are aware of...
- Check the inventory schedule and [reserve scanners](#) from Penny Mixon
- Schedule author or storyteller visits if you will be hosting any. Discuss this with the financial secretary at your school to be sure paperwork is in place
- Schedule book fairs if you plan to host any and make sure paperwork is in place. (Contracts must be sent to the lawyer for approval.)
- Consider Reading Incentive Programs for the year.
- Schedule Library Resources training for staff. Check with escworks manager at your campus to document attendees.
- Put scheduled library events on school calendar
- Discuss need for library volunteers with PTO/PTA

September

- Develop a continuous weeding plan
- Begin placing orders for new materials
- Create a "Wish List" of items
- Consider sharing something you do well with others by sharing at one of our Library Meetings (Contact Donna or Cara if you did not sign up for Best Practices)

October

- [Texas Book Festival in Austin, October 22-23, 2011](#)
- Plan something special for your principal on Bosses' Day

November

- [Attend the Jan Paris Book Fest formerly known as the Sam Houston State University's Annual Children's Book Festival and Young Adult Conference this year it will be held in San Antonio on Sat., November 5th](#)

December

- Encumber ½ of your library book budget and AV budget if you are lucky enough to have one!

January

- Finalize [TLA Conference](#) plans with principal and secretary

February

- Consider sharing something you do well with others by offering to present a workshop this summer OR share at one of our Library Meetings- Contact Donna or Cara

March

- Encumber the rest of your library book budget and AV budget if you are lucky enough to have one!
- Start watching for your renewal for your periodicals

End of Year Preparation

- Plan dates for library materials to be returned
- Publicize dates for materials to be returned
- Run list of checked out/overdue materials
**Don't forget we can e-mail these!
- Provide information on summer reading programs

April

- School Library Media Month for more information visit the [ALA Website](#)
- TLA Conference April 17-20 in Houston

May

- Meet with your principal to go over your evaluation
- Plan something for Teacher Appreciation Day
- Sign up to attend professional development opportunities