

The School Library Monthly Update



NEWS

Summer break is just around the corner! Between hunting down missing items and doing inventory on your entire collection, you will be busy the next few weeks. Whether you're a first-year teacher-librarian or a seasoned media specialist, end-of-year library procedures are essential for managing your time and crossing off the items on your to-do list.

See more on page 2.

TO-DO

- ✓ Tell your teacher colleagues to register for SDSL's Electronic Resources for Teachers Course.
- ✓ Talk to your local public library about how you can help advertise their Summer Reading Program.
- ✓ Set up a display for National Inventors' Month!

REMINDERS

- ✓ [21st Century School Library Award](#) Application window is still open until May 5!
- ✓ Registration is open for this summer's [ExCITE!](#) course and is limited to 30 participants. Learn more about the course and our special guest speakers [HERE](#).

EVENTS

June 12-23

[eResources for Teachers Course](#)
Online via Canvas

June 26 - July 28

[ExCITE! Library Methods Course](#)
Online via Canvas (1 in-person session)

More

[SDSL Events Calendar](#)

End-of-Year School Library Checklist

For more information and ideas about how to get these tasks accomplished, click the checklist.



School Library End-of-Year Checklist

- Coordinate Book Return
- Conduct Inventory
- Submit Grades & Final Reports
- Purchase Supplies (or create a wish list)
- Create Book Wish List
- Show Appreciation to Your Aides/Paras
- Reflect on Successful Projects & Lessons
- Promote Summer Reading
- Summer Contact Info, Instructions, Projects
- Check-in with Administrators
- Check-in with Aides/Paras
- Compile End-of-Year Statistics
- Create Annual Report

Pro Tip:

Use your stats for the School Library Survey to create an [Annual Report](#).