

Take Home Library Procedures

We do not have anyone in the THL this year so I will need you all to take your class down and check out the books for your students. We will follow these procedures this year:

- Gather books from the night before every morning.
- Assign a student to dump your box of books into the THL box so that we may check them in during the day.
- Bring your students down at your assigned time.
- Stay with your class until they are all checked out.
- Send home books each night.
- Take your students off once you feel they are ready to pass off Level L.

If you are the first one in the morning please turn on the computer and get it ready for the day. Go to:

www.nebo.edu

- Choose the STUDENT tab
- Scroll down to STUDENT LIBRARY SEARCH
- Choose BROOKSIDE
- Click on LOG IN
 - Username: lib*level
 - Password: booksrfun
- Choose CIRCULATION

TEACHER CHECKOUT:

- Scan your name in binder
- Scan book packet
- Return to Guided Reading Box and we will check and return to circulation

STUDENT CHECKOUT:

- Scan their name on the bag
- Scan the book
- Parents will write date and book and sheet
- Return the next day

Procedure can be found in binder, on the Shared Drive in the THL folder, and on the Website under Info for Faculty.