

SCHOOL LIBRARY END-OF -THE -YEAR REPORT

Purposes of the School Library Report:

1. To ensure a quality library program in Calcasieu Parish schools
2. To gather information for annual reports to the parish and state
3. To evaluate expenditure of library funds
4. To provide systematic accounting of library resources
5. To check the status of libraries in meeting state and/or regional standards
6. To maintain documentation for insurance purposes
7. To collect data for future planning of the school library program

Check and Initial as Each is Completed

I. RESPONSIBILITIES COMPLETED. The following responsibilities have been completed and the library left in good order for the school year.

- Student books retrieved and checked in
- Teacher materials retrieved and checked in
- Book shelves were read and books put in order
- Book inventory was completed according to instructions
- List of outstanding debts owed by students/teachers turned in to the school office
- AV equipment retrieved and inventoried
- Work orders for AV equipment repair were written as needed
- Audiovisual and computer fixed assets were completed according to instructions
- Weeding was done according to State Guidelines
- Library MARC records were updated on items withdrawn from the collection
- AC is set on _____degrees

II. ORDERS. The following orders have been completed and submitted to Library Services.

- Reference Order
- Parish Order
- Equipment Order
- State Order
- Magazine Order
- H. W. Wilson Order
- Bulb Order
- Accelerated Reader Mid-year) and Final At-Risk Report End-of-the-Year (due to Karyl O'Banion at C&I)
- EBS/Scholastic Reading Counts Mid-year and Final Total Book Count End-of-the-Year

III. REPORTS. The following reports have been completed/attached to the END-OF-THE YEAR REPORT.

- Missing, Unmarked, and Overdue are reconciled before inventory is turned-in
- Collection Statistics by RANGE (Call Number) for evaluation of collection development
- Collection Age
- Collection Value
- # Added, and # Withdrawn by category
- Bindery Statistics, if needed

IV. CIRCULATION COMPUTER

- Three backups of data were done - Principal, Librarian, and Library Services should each have a copy of backups
- Computer(s) and software have been secured

Librarian's signature _____

Principal's signature _____

Principal must turn in at the **END OF SESSION CHECKOUT.**

Library Services will collect in the boardroom.