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To: School Principals and Library Media Specialists/Library Media Paras
From: Lindsay Persohn, Sr. Coordinator / Library Media Services
Ann Everett, Sr. Director / Teaching and Learning

Date: March 30, 2017

Subject: 2016-2017 Library Media Center Inventory

Each library media specialist/library paraprofessional should conduct a physical inventory of the school library materials each year. The information for conducting a library inventory can be found on the district's Moodle site at the following address: <http://moodle.polk-fl.net/my/>. Please enroll yourself in the course titled "2016-2017 Library Inventory." No enrollment key is necessary.

Principals are requested to have teachers return all library items not needed for the remainder of the school year by May 19. This will enable the library media specialist/library paraprofessional to re-shelve books, audio visual materials, and check equipment for repairs. It is imperative we keep an accurate record of our school's library materials, as these items can affect access to materials, funding plans, and students' obligations.

May 19 is the final "Date Due" for student circulation of books and materials for this school year. Please stress the importance of students locating overdue materials and clearing student obligations prior to May 19.

Please make sure that your teachers are aware the library media specialists' last work day is June 5 and media II para educators' last day is June 2. It is imperative that teachers return materials and equipment as soon as they are finished using them.

In accordance with the Teacher Collective Bargaining Agreement (7.1-4), the services of the media specialist shall be curtailed during the last five student contact days (May 26 – June 2) to ensure an accurate inventory and that materials are shelved prior to the last work day.

In light of warm and humid Florida summers, you may want to consider a plan to regularly air condition your school's library media center.

Completed inventory and Barcode Range Report should be submitted to Library Media Services via the Moodle course on or before June 5, 2017. Your school's inventory and verification documents must be on file in Moodle.