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To: Principals and Library Media Specialists

From: Jacqueline Rose, Sr. Coordinator, Library Media Services
Michelle Townley, Sr. Director, K-12 Literacy

Date: February 8, 2016

Subject: 2015-16 Library Media Center Inventory

Each library media specialist should conduct a physical inventory, complete the online inventory forms found at <http://www.polk-fl.net/staff/mediaspecialists> under the appropriate supervisor and submit the hardcopy requested by June 10, 2016. The online form is to be completed, printed and then a signed hardcopy submitted with the principal's and library media specialist's signatures.

Principals are requested to have teachers return to the library media center all library items not needed for the remainder of the school year by June 2. This will enable the library media specialists to re-shelve books, audio visual materials and check equipment for repairs.

Please make sure that your teachers are aware the library media specialists' last work day is June 10 and media II para educators' last day is June 9. It is imperative that teachers return materials and equipment as soon as they are finished using them.

May 26 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 26.

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 (June 3 – June 9) to ensure an accurate inventory and that materials are shelved prior to the last work day.

Completed inventories, surveys, statistics, snapshot of collection, and barcode range report should be sent to Library Media Services on or before June 10, 2016. A copy of the completed inventory must be on file in the Library Media Services office.