



SCHOOL BOARD OF POLK COUNTY

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MEMORANDUM

To: Principals and Media Specialists

From: Sherrie Nickell Ed.D., Associate Superintendent/ Learning
Bruce Tonjes, Ph.D., Associate Superintendent/ School Based Operations
Paula Leftwich, Ph.D., Sr. Director/ K-12 Reading
Jacqueline Rose, Sr. Coordinator / Library Media Services

Date: April 13, 2009

Subject: 2008-09 Media Center Inventory

Each media specialist should conduct a physical inventory and complete the online inventory forms by June 3, 2009. The form should be printed out and signed by the principal with the requested hardcopies of information.

Principals are requested to have teachers return to the Media Center by May 27th all library items not needed for the remainder of the school year. This will enable the media specialists to re-shelve books and videos and check equipment for repairs.

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

May 22 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 22th.

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 28 – June 3) to ensure an accurate inventory and that materials are shelved prior to the last day. Your media specialist will not receive extended days this year due to budget cuts.

Completed inventories and surveys should be sent to Jacqueline W. Rose on or before June 3, 2009. A copy of the completed inventory must be on file in the Library Media Services office.

*Polk County Schools-
an equal opportunity
institution for education
and employment*

The mission of Polk County Public Schools is to ensure rigorous, relevant learning experiences that result in high achievement for our students.