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To: Principals and Media Specialists

From: Jacqueline Rose, Sr. Coordinator / Library Media Services
Paula Leftwich, Ph.D. /Sr. Director, K-12 Curriculum and Instruction

Date: April 5, 2011

Subject: 2010-2011 Media Center Inventory

Each media specialist should conduct a physical inventory, complete the online inventory forms found at http://www.surveymonkey.com/s/2010-11_Library_Media_Inventory_Survey, and submit the hardcopy requested by June 10, 2011. The online form is to be completed 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 Media Center by June 2nd 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 10. It is imperative that teachers return materials and equipment as soon as they are finished using them.

May 25th 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 25th.

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. 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 10, 2010. A copy of the completed inventory must be on file in the Library Media Services office.