

Classroom Library Organization Cheat Sheet

Organization

- How to search and find books - includes org [topic/genre/sets]
- Labels [picture, words, number]
 - Will you label bins and books
 - How will you do that? What will that look like?
- Bin Type
 - How much room you have for your classroom library [shelf space]
 - Variety and number of books
 - How you will organize the books.

Systems

- How to handle books + bins
- How to select books – just right books
- Book Shopping [how and when]
 - Train: What does book shopping look like?
 - Assigned days or anytime [When is it ok?]
 - Timer or no timer?
 - Checkout or no checkout [If yes, how?]
- Returns
 - Basket for returns
 - or
 - Reshelve books themselves
- Librarian Job –
 - How [tasks] and when to do the job
 - Who: 2 students for a 2-week shift or ???
- Book Hospital – books that need repair
- Teacher Book Tracking
 - Not rebuying the same books
 - Maintaining a good variety of books and levels
 - Spreadsheet or Scanner