***Miss Smith’s Library Schedule 2010-2011***

***Library Media Center’s Schedule***

***Hours of a Regular School Day***

***Class at SES Time at PHS Assigned Duty*** Travel Time

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| **TIME** | **DAY A** | **DAY B** | **DAY C** | **DAY D** | **DAY E** |
| **7:30 - 8:00** | Get Ready for day/Turn on computers (Silent Reading – McCrackin & Mosher in charge) | Get Ready for day/Turn on computers (Silent Reading – McCrackin & Mosher in charge) | Get Ready for day/Turn on computers (Silent Reading – McCrackin & Mosher in charge) | Get Ready for day/Turn on computers (Silent Reading – McCrackin & Mosher in charge) | Get Ready for day/Turn on computers (Silent Reading – McCrackin & Mosher in charge) |
| **8:00 – 9:15** | Collect Day A book crates and check in books, Deliver Day B book crates, Plan Time, Shelf books | Specials Team Meeting Collect Day A book crates and check in books, Deliver Day B book crates, Plan Time, Shelf books | Collect Day A book crates and check in books, Deliver Day B book crates, Plan Time, Shelf books | Collect Day A book crates and check in books, Deliver Day B book crates, Plan Time, Shelf books | Collect Day A book crates and check in books, Deliver Day B book crates, Plan Time, Shelf books |
| **9:15 – 9:45****9:45 – 10:00** | 4th Meridith Lesson4th Meridith Checkout | 4th Wiersma Lesson4th Wiersma Checkout | 4th Alderson Lesson4th Alderson Checkout | 4th Cerros Lesson4th Cerros Checkout | 4th Cook Lesson4th Cook Checkout |
| **10:00 – 10:30****10:30 – 10:45** | 5th Taylor Lesson5th Taylor Checkout | 5th Oakley Lesson5th Oakley Checkout | 5th Clark Lesson5th Clark Checkout | 5th Secrest Lesson5th Secrest Checkout | 5th Nelson Lesson5th Nelson Checkout |
| **10:45 – 10:55** | Check e-mail, restroom, mail | Check e-mail, restroom, mail | Check e-mail, restroom, mail | Check e-mail, restroom, mail | Check e-mail, restroom, mail |
| **10:55 – 11:30** | Lunch Duty | Lunch Duty | Lunch Duty | Lunch Duty | Lunch Duty |
| **11:30 – 12:00** | Lunch | Lunch | Lunch | Lunch | Lunch |
| **12:00 – 12:30****12:30 -12:45** | 3rd Burke Lesson3rd Burke Checkout | 3rd Stotler Lesson3rd Stotler Checkout | 3rd Wolford Lesson3rd Wolford Checkout | 3rd Bowman Lesson3rd Bowman Checkout | 3rd Flynn Lesson3rd Flynn Checkout |
| **12:45 – 1:00** | Travel to PHS | Travel to PHS | Travel to PHS | Travel to PHS | Travel to PHS |
| **1:00 – 2:00** | PHS LMC | PHS LMC | PHS LMC | PHS LMC | PHS LMC |
| **2:00 – 2:15** | Travel to SES | Travel to SES | Travel to SES | Travel to SES | Travel to SES |
| **2:15 – 2:25****2:45 – 3:00** | 5th McDaniel Lesson5th McDaniel Checkout | 3rd Conner Lesson3rd Conner Checkout | 5th Pennington Lesson5th Pennington Checkout | 4th Kuchar Lesson4th Kuchar Checkout | 4th Hanf Lesson4th Hanf Checkout |
| **3:00 – 3:25** | First Duty SubShelf | First Duty SubShelf | First Duty SubShelf | First Duty SubShelf | First Duty SubShelf |
| **3:25 – 4:00** | Shelf | Shelf | Shelf | Staff Meetings | Shelf |