

TEACHER CHECK-OUT PROCEDURES



Check-out Procedure for equipment:

Plan ahead and schedule the days that you will need the equipment to assure you will have what you need, when you need it. Two ways that you may schedule *equipment*:

- Come by the media center and sign up on the calendar.
- Send an email to Jane Ann Knowles.

Check-out Procedure for Other Materials:

Locate your materials searching by subject, author, or title in Athena, either at your classroom desk or in the media center. ***Be sure to check both the BK-Pinkston Middle School and the PM-Pinkston Professional Collections.***

Check it out at the circulation desk or email Jane Ann Knowles to request the materials be sent to you. ***Please include the call number and title. This will allow quicker response time.***

If after you have searched and you find nothing, let me know and I may be able to suggest other places to search.