

Describe your book check-out and return system. Please briefly explain the check-out and return process.

- A pair of librarians each week. One checks the books back in and one reshelves them. I check on Thursday afternoons. A reminder to missing books goes out on Fridays.
- All of my books are organized by topic/genre/series. For example: Football, Adventure/Survival, American Girl, Mystery, Realistic Fiction, Biographies (separate bins for men and women) Sea Life, Poetry, Little House on the Prairie...you get the idea. :) Students take books out of the bins as they need them. When they are done, they return them to the "Librarian's bin." I have 2 "librarians" in my room who keep the book bins tidy and add new labels to books as I add new books to my library. These 2 kids reshelve the books according to the color-coded labels. For example, the "football" bin has a special label and that label is on each football book as well as the bin for easy resolving. The only downside to this system is I don't have a "log" of who has checked out which books. But, because my library is a bit of an obsession of mine, I pay close attention to what books are in the librarian's bin, which helps me to know what's popular. It's hard for me to give an exact number of how many books I "lose" out of the library, but in 9 years of having a system like this, I honestly don't remember ever having a year where I noticed more than 5 or so books missing.
- All of my books have cards in them, students write name and date on the card and put it in the drawer for their hour. They put the card back in when they return the book and I reshelved the books.
- All of my library books have a library card in them. In my library is a card catalog box. Each child's name is on a card divider put in alphabetical order. When a student checks out a book, they put the library book card behind their name card in the box. When they return the book, they put it in the "book return" basket. A volunteer or I put the library cards back in the pocket and return the book to the appropriate place in the library. If they are not taking the book home and it is just staying in their desk, they do not "check out" the book by removing the library card. They simply keep it at their desk and they return it to the correct area of the library when finished.
- Book Retriever app
- Books are on shelves, which I have tried to keep within genres. Students check out books by signing name and date out to check-out sheet. When they return the book, they put it in a tub. My student aide check book back to shelf and then crosses off borrower's name.
- Booksource Classroom Organizer app
- booksource.com/classroomorganizer -- free website, easy to use, with lots of reports!
- Check out by giving me a bookmark with their name. I keep that by my desk. When book is returned they replace bookmark with the others or check out new book.
- Check out sheet. I assign one student each month to be responsible for checking and reminding students to return books. Students have roles in my classroom.
- Check out/check in sheet on my door. They put name, book title, date checked out. When they bring back they put date checked in on same line, and I mark through it with a marker.
- Children go book shopping once a week where they choose 3-4 books on their level, 1 book above their level, and 2 choice books. They return those books on their book shopping day. The books stay in their book boxes all week and do not go home. We have specific books in our hallway that children are allowed to take home.

- Classroom Booksource app
- Clip board with student names they write title. We have a designated day and time to return books. Usually end of the day Friday. If they forget their book no new check outs until returned
- Clipboard where Ss write date signed out, title(s) of book(s), their name.
- Clipboard with name, date checked out and date checked in. Someone (myself or another student) then highlights this "saying" they saw they book returned.
- Clipboard with sign out sheet
- Despite the desire to improve on this, I still use a check out/check in sheet hung on the wall next to the book shelves.
- during the week if they are taking a book home they write the title and their name on one of my whiteboards. On Friday, if they want to take a book home I write their name in a notebook with book title and then I check for the book return on Monday.
- Each book has a pocket and card inside the cover. Students take out the card and put their first and last name in it and hand me the card. When they return the book, students put a post it note with their first and last name on it. I put the card back in the book and I have students reached E them.
- Each child may take out 5 books per week for their desktop book box.
- Each class has a folder in which I taped a flipable 4x6 index card. As they borrow a book or return a book, they bring me or my coteacher the folder and book to record the title and date. Cards are replaced as they are filled.
- Each period has a clipboard with a column for period, name, title, date out, teacher initials, date in, and teacher initials.
- Each reading group checks out once a week through the Booksource website.
- Each student has a 5x8 card where they write the date, book title & author of book they are borrowing. When they return the book, they cross off the book title on the 5x8 card. Each class period has their own ring for easy access for students. Cards are located next to the library return bin as a reminder to cross off the returned book.
- Each student has a library card to list borrowed titles. When they return a book, they tuck their card in the front cover for me to check in. I put checked in books in a bin for student reshelving.
- Google forms
- Have a file box and write a note in it with student name and date
- Honestly, I begin every school year with the mindset that I will implement a system, enforce it, and stay on top of all the books in our classroom library but by September after the initial excitement of book talks have faded, so has my gusto for keeping track of the books. Over the past 10 year, I have tried a library card system, Post-it note system, running list on a clip board, and the no system system. For many of my "systems" I have tried to hold the kids responsible for checking off their names on the card/list/Post-it upon return of the borrowed book, but it hasn't worked very well. This year, I tried the "return your book to me by leaving it on my desk system" which was semi-successful with the kids that returned the books.
- Honor system
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- Honor system - they just tell me verbally they are borrowing & I say, "I hope you enjoy it & return for another reader to enjoy."
- Honor system (I don't keep track of titles - just count how many they take)

- Honor system (I don't keep track of titles - just count how many they take)
- honor system students take a book they want to read and return it when finished
- Honor system with a clip board on the wall.
- Honor system! 2 books per kiddo
- Honor system, pleading with students to search and return them all at end of year
- Honor system. They take books and I trust they'll return them.
- Honour system
- <https://classroom.booksource.com>
- I actually do not allow students to take books home unless they come talk to me.
- I allow kids to borrow 1-2 books. I don't keep track of who has which books. If a book ends up not returned, I'm of the attitude that it is going to someone who needs it more than I do. I get the majority of my books with bonus points, at garage sales, or at thrift stores. I also tell kids that they can always return after the school year. One student knew that in the summer I am often at our local pool, and returned a boon to me there just this week that she found when she cleaned her room.
- I bought the class library organization system from Really Good Stuff. The sticker on the book matches the label on the bin. Students put the books away themselves.
- I did have library cards in the back of each book. Students chose their boo, wrote the name on the library card and placed in a recipe box. Then when they returned the book they needed to replace the card back in the book. I just switched to a computer checkout from booksource but I don't know how well this works yet because I just got all 600 books entered.
- I don't have a check out system. In addition to my name on the front, I now have something on the spine. I felt that most were just put back in a bookcase at home or in another room.
- I don't have a system. Honestly, I trust the kids to return the books, even if it is next year. With over 2,000 books in the library, trying to keep track of them would be next to impossible.
- I don't have one. Kids take whatever books they want and I hope they return the books. If I've checked out books from my local public library, I stick a piece of blue tape on the cover with my name and I jot a note about who has taken the book.
- I found it very effective to shelve by genre. It helped reluctant readers to find books they would like and encouraged readers to try more genres. I also tagged books with inexpensive genre labels (Demco) so students knew where to return books. I did not shelve alphabetically or by "RL" or Lexile. Students were trained to read covers and 1-2 pages before selecting so they would know if it was a book they could and would read. I bought clear covers to cover the paper on hardbacks and library cards (although you can use 3'x5' cards in pockets). Students filled out the author, title, and genre on the top of the card when they were the first to check out a book and then wrote in the date and their names and HRs and put alphabetically by title in a recipe box. I didn't give a certain length of time, but we did have a Waiting List sign up for popular books. Once a week, I (or a student librarian) would go through the cards and give reminders to those who had books for more than 3 weeks. They were to pay for lost books; Amazon price for new; \$5 for older. In the room, we had a fiction area, a nonfiction area, a reference area, and a short bookshelf with picture books for mentor writing texts and magazines, short story collections, and poetry collections for students who forgot to bring their book for Reading Workshop time.
- I have 45 reading intervention students in grades 3-5 on my caseload. Students select a book to read and return it when they are finished. I do not require a formal checkout process. I'm sure I lose books because of this, but if a student loves a book so much they won't to return it,

then I want them to have it. :) Many of my kids have little or no books at home. I'm just thrilled that they are reading.

- I have a book checkout list posted right by my bookshelf. Students write down their name, title of the book they are taking, and the day's date. When they are done with the book they return it to the shelf and put a check mark under the "returned" column on the checkout list.
- I have a classroom librarian who receives 5 books for check in and verifies they have 5 for check out. I only have 5-6 students check out each day. I have a Monday group, a Tuesday group, Etc with Friday as a makeup day.
- I have a sign out on a big poster board. When they return books, put them in the basket and cross name off. I've tried clipboards and electronic systems, too, but this seems to fit best. Not saying it's fantastic, though.
- I have a sign out sheet when a book is borrowed and I have a return bin that I use to check off when books are returned.
- I have absolutely nothing in place- which is a travesty considering how important I feel independent reading choice is to the development of life long readers and building ELA skills.

In the last I have done a sign in sign out?'c but this year I just put the books out and hoped for the best. Not a good system, but I was too pressed for time to figure it out any better in the beginning of the year. Then it was always just a little bit too low on my list of "must do items". I got lucky and I retained a good majority of the books, but I'm sure the ones I lost were the best ones!

- I have all my books listed on the booksource classroom organizer app/site. Most years I use this, and students see me to electronically check out books. This year I was lazy and they listed the title they were taking on paper. Definitely not the way to do it. Return-- I have a bucket where students list name on a slip of paper, place paper in book, drop book in bucket.
- I have given up!
- I have no system -the children are taught how to choose books. They trade out books once a week and keep them in their book box. If a children wants to take one home, they are just asked to return it the next day. I rarely have a problem.
- I have none! Honesty policy. "I don't care if you have it, just as long as I get it back"
- I have none. If they keep them I'm really ok with it. They bring them back eventually. I buy them at library sales and with points to keep my costs down.
- I have poly folders that say please return to my room where students put their books in, hoping that the folders are a signal to the parent that these books need to be returned to me rather than a random book floating around in their backpack.
- I have so few kids want to borrow books, I just ask them to jot it down on a sticky note.
- I have students take a "shelfie" on my iPad with their book when they check it out. When they are ready to return, I just delete their photo.
- I have used a card check out system in the past. I found it to be too time-consuming for me. In the end, I still lost books, which was very frustrating to me and to students because I spent time hounding them. I currently do not formally check books out, but rather place three books in a canvas bag and then each day students return the three and get three new ones. Less time spent in taking cards in and out and the same number of books are still lost...so in the end it didn't matter.
- I just let them take a book and hope they return them.
- I ordered the old-fashioned library pockets and glued them in the back of each book. I printed labels with the book titles and put them on the short edges of 3x5 index cards. When a

student wants a book they write their name on the card and give it to me. It goes in a file box. When they return the book I pull the card out of the file box, cross out their name, and put the card back in the book and the book back on the shelf.

- I take the students' pictures holding their book with my iPad. Students return the books to designated crate. I, or sometimes a student helper, then delete the pictures of the returned books.
- I use a clipboard where students sign out books and then sign them back in. Not the best by any means!
- I use an app on my phone to check books in and out.
- I use an app. I have used Check out and also level it. I've also used Google Forms.
- I use an electronic checkout. I control check in and out
- I use Book Source, an online book tracking system, for students to check out and return books. Student check out their book with this system and checking the condition of the book when they check it out. If they are unsure then they ask me. They have a limit of 3 books they can check out. If books are over due or they have too many books the system won't let them check out till they return books. When they return them same process.
- I use Booksource - students independently check their books in and out, and I re-shelve them. I am looking for another electronic system that has more user-friendly features and reports.
- I use Booksource classroom organizer, and scan the books in and out with my phone app. Kids bring books to me to checkout and return to me.
- I use Booksource's website! It lets me inventory all books and the kids can check them in and out via the computer!
- I use Classroom Organizer from Booksource. The students love using the iPad to check them out and in.
- I use old fashion library check-out cards. Students write the date they checked out the book and their name on the card and leave it with me. I keep the cards and, if need be, remind them to return the book to me (I go through the cards about once a week). When the books come back, I stick the card back in. Easy peasy.
- I use student reading logs in book buddy bags and back it up with my app Book Retriever.
- I use the app Book Retriever. Each trimester I assign 2 students as class librarian. They are in charge of checking in and out books. Each student is asked to reshelve their own books. I also try (but have not been as successful) to have students place a "place holder" - just a laminated strip of paper with their name on it - where the book should go. Each student has 2, which means they cannot check out more than 2 books at a time.
- I use the app called A+
- I use the Book Retriever app on my iPad. Students pick out a book, bring it to me and I scan it out for them. Takes seconds. For returns, students place in a basket and I eventually get around to checking them in and shelving them.
- I use the Booksource Classroom Organizer offered for free by the Booksource company to manage check-outs. Students checkout their books online. After losing over 30 books last school year, this year I handled all returns and reshelving of books. Students left the books for me in a return tub.
- I use the Classroom Organizer app by Booksource to catalog my library. Students each have an 'account' in my classroom. They may check out one book at a time using the student computer in my room. They check it back in when they are finished before choosing a new book. Returned books are placed in the book return basket and then reshelved by either me or a student volunteer.

- I used a computer based program this year...
- I used book slips. Students write the title and sign for each title. I keep the slips. Kids return books to a bin and I go through and match books and slips. Occasionally, students help do this. Missing books are billed. District rule is no diploma if outstanding bills.
- I write down what goes out and I check in and reshelve what comes back.
- Index card sign out, check in.
- It's simple. I don't check out books. I use labels with my name on it and stick those right on the front cover and on the inside page. Usually I don't let kids take my books home--we have a school library, but if they're really into a book and ask, I will let them take it home. They almost always come back (some may take a year or two!) I also try not to spend a lot of money on books so if a few get lost, it's not such a big deal. I rely heavily on Scholastic book orders--and use coupons & bonus points. I tried a barcode system once and decided that the time and effort it took to set up and maintain wasn't worth it. I'd rather buy a few new books.
- I've used the book source checkout system (students checking themselves out on iPad), a sign out system (students signing their books out on a sheet), and absolutely no system. They all seem to give the same results, unfortunately.
- Kids find a book they want and write it on I index card when return book is crossed out
- Kids keep books in their book baskets. If they have one I need to use for instruction, I ask them if I can borrow it. They are accountable for the books in their basket and trade them out when they finish them or as part of their morning routine.
- Kids sign out books on a clipboard using a form. They cross their name off when they return the book.
- Library cards filled in from the back of each book & placed in a pocket chart with student names. However, they don't keep up with returning the cards or checking out each time!
- Log
- Most reading is done in class so students pick a book and keep it their desk. When a book needs to be checked out I have used Classroom Booksource as well as my own spreadsheet list.
- My books are labeled with a blue star. I use sticky notes with names and book titles in a stack on my desk or just plain honesty. If the book "disappears" I hope that it gets read a lot in whatever home it stays in. I use my book order points to order free books and I always tell the kids/parents they can donate to the library.
- My children record books on a clipboard and mark it off when thru return it. My problem is some don't record the books they borrow when I am in guided reading.
- My students "shop" for books weekly. They shop based on interest - topic, genre, author, character, series, etc. All books and bins also have an assigned number. When students put them back, they use the number to reshelve. It makes the process go so much faster.
- My students can shop 2 days a week. I have tables and each table has a day to shop and then Friday is a day for anyone to shop. I have 2 baskets for students to return their books and I put them back.
- My students fill out a sticky note with their name and book title. When they return the book I throw away the sticky note. They put the book back on the shelf they got it from. I keep track of the books I have via an Excel spreadsheet.
- My students find their book and sign their name to the card inside and out card in basket. A class librarian will check the book out in our Booksource program.
- Name, title, date on a post-it

- No checkout system
- no system- students take books once a week and return them on their "shopping day"
- None
- None
- None! Have most of my 3,000 books entered into Classroom Organizer and have a 1:1 iPad classroom. Don't use the checkout system. Just expect each student to have 5 books in book boxes at all times. Kids book shop on a rotation schedule and return books to numbered baskets on their own. All book have basket number on them.
- None, students may choose books or return books at specific time during the day. They may choose as many as they'd like as long as they fit in their magazine cardboard box. My books are sorted by genre, favorite author, series, etc. we discuss choosing just right books and revisit this notion often. Students shelve their own books when they are done with them. I don't monitor how many, if any, books walk away from my room. They are all clearly labeled with my name and their place in our class library.
- None. Students can borrow freely. I ask them to return in a timely manner.
- None. The books are here for students. If it gets lost along the way, I let my heart believe it will find a good home. I used to stress out and tried some systems. But, the purpose of the library is to have students read.
- Old fashioned sign and date a checkout card. Lots of my books are old, so apps won't work on a lot of my books
- Online, free site/app called Booksource Classroom Organizer
- Paper.pencil sign in/out sheet
- Please know that this system is over ten years old...when students chose a book, they wrote their name and the title on the board before leaving class. At the end of the day I would record that information and the check out date on an excel spread sheet. (It took some time to get over 1,000 books on that sheet, but it served us well. I could sort by author, genre, etc.) There was not a specific return date, but I had regular conferences and check-ins to be sure I knew how a student was proceeding.
- Select a book, return it when finished
- Send home books in student book bags nightly.
- Set up: Each of my classroom books has a library pocket taped inside the front cover. I put a library card in each pocket. I have a library check out space on one of my boards. I use numbers for each of my students and each child has a pocket. When a student picks out a book they take the card out of the book and put it in their pocket. This way I know at any time who has a book checked out. When they are ready to return the book, they take the card back out of the pocket and put it in their book.
- Sign out a book and cross off name when returned.
- Sign out sheet - students add date they return book.
- Signed out on cards/ date stamped
- Simple sign out binder
- Student writes name and book title on a paper. Honor system
- Student writes their full name on a library card and submit it until they return the book.
- Students "book shop" once a week and add about 10 books to their boxes that stays in the classroom.
- Students are free to select any book from my shelves to read in class. If they take a book home to read, I ask them to write their name, date, and the book title on an index card that is

kept in a file until returned.

- Students are supposed to show me the book and I keep a log on our community table/teacher table. I have them put date/student name/book. Then when they bring back they show me and I mark them returned. Students return to shelf.
- Students check out books on Monday and they are re-shelved on Friday by two class librarians.
- Students fill in a check out sheet in a binder in the library. It includes name, book title, date checked out and date checked in.
- Students have a card for the year; when checking out a book they give me their card with the book title on it.
- Students have book boxes. They check out approximately 5 books each week and change when needed. They return the books into the correct baskets while finding new books.
- Students independently select books. They write down the date of check out and titles (along with their name) on a piece of notebook paper on a clipboard by the library. When they return the books, they write the date of return and draw a line through the title.
- Students input the books they wish to check out in an Excel spreadsheet. Books are kept for one week, when students return their books to the library and check out new books.
- Students just take and return. I don't have them do any check out or check in.
- Students just write down the book they've checked out.
- Students sign out the book by signing a book card and putting it in a pocket chart.
- Students take the books home they want to read and return them when they are finished with them. I do not record the books they take. I trust them!
- Students write book name and date on clip board and then crossed out book when returned.
- Students write name and book title in notebook, return to me and I Criss if named
- Students write name, book title, date on index card and file under class period. On return, they cross out their name on the card.
- students write name/title, take pictures of students w/books
- Students write their name & title on a pice of paper. They then file it by last name. Looking for a new system. Lose entirely too many books
- Students write their name and book title on a list. They cross it out when it's returned. Next year I'm going to put a few kids in charge of that.
- Students write their name and title of book on a clipboard. Highlight when book is returned.
- Students write their name on the card I keep in the book. They turn the card into a small basket. I keep an index card organizer so I can keep track of the books checked out. Students return the books to a bin by my library. I check them in and reshelve them myself so I can check the condition and make fixes as needed.
- Take them out randomly
- The kids write down the book the check out and when they check it back in.
- The students write down on the check out grid, which is on a clipboard, what book they are taking. Then they are "supposed" to check the book back in with the date they returned in. This system is flawed and I lose many books, so I can't wait to hear other ideas.
- They choose a book, I write it down in my Plan Book. Not the best system!
- They pick a book, take it & return to a bin.
- This is only my second year teaching, but I've managed to put together a library with over 1,400 books already! As a Penny Kittle BookLove Foundation grant recipient, I was asked to use classroom.booksources.com, which is an awesome way to catalog books and have students

check them out. You can even use the app on your phone to scan barcodes for easy adding. Every one of my books has Sawyer and then a letter (A for the first copy, B for the second copy, etc.) written on the top pages of the book. Each student gets a user ID on the website (I made all their passwords MLK for ease of use). Students check out the book and copy (Sawyer A, Sawyer B, etc.) they're reading on the website and then put them in a return box for me to check back in when they're done. Next year, I'd like to have a couple class librarians in each group so they can make sure books are being checked out and returned.

At the end of the year, I use a spreadsheet generated by the website to get a list of my books and then inventory everything at the end of the year. To lessen the amount of books lost each year, I'd love to do an inventory part-way through the year. I was very sick right at the end of school this year, and didn't get a chance to chase down kids who had books. I'm hoping help from kids will really improve the process in the future.

- This year I put a library pocket and card in each book. The kids sign out the book, and put the card in a small basket. When they are finished with the book they return it in a white basket. Student helpers or myself put card back in book and return it to the shelf. I used to do this exact same procedure with the exception that all books had to be returned on Friday. Less books were misplaced this way. If a student was not ready to return a book on Friday, I would hold it for them and give it back to them on Monday.
- We started using an app called book retriever. It is not perfect but it is something and the kids can navigate it pretty well.