

DIGITAL SCHOOL LIBRARIAN PLANNER

Use and edit with Google Slides

Calendars, planning pages, lesson plans, substitute
planning, library specific forms and MUCH MORE!



Digital School Library Planner for Google Slides

This planner is specifically for school librarians. It has a variety of calendars and planning pages, lesson page templates, substitute planning pages and much more.

Just about everything can be edited or modified (except for some of the background images and banners). You can change the text and fonts, re-size the tables, add images and add hyperlinks to websites or other Google docs.

You can also print any of the pages so you can have a hard copy as well.



Digital School Library Planner for Google Slides

What is included in this planner?

Calendars

- Calendars come in two different sizes. 14.5 x 11.5 and 11 x 8.5.
- There are calendars up to school year 2029-2030
- Below are samples from the calendars. They all have the same look/format.



January 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

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June 2030						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

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April 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

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September 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

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What is included in this planner?

Lesson Plan Templates

- There are a variety of lesson plan templates. I tried to provide one that will fit every type of schedule.

2-page Templates - Size 8.5 x 11

- 9 period lesson plan. Periods run down the side of the page, the days of the week across the top. Everything can be changed except for the peach header. There is also a yellow heading.

<i>Lesson Plans</i> <u>enter date</u> - <u>enter date</u>			
	Monday	Tuesday	Wednesday
Period 1			
Period 2			
Period 3			
Period 4			
Period 5			
Period 6			
Period 7			
Period 8			
Period 9			

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<i>Lesson Plans</i> <u>enter date</u> - <u>enter date</u>		
Thursday	Friday	Notes & To-do's



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- 6 period lesson plan. Days of the week run down the side and the subject/grade is at the top. Everything can be changed except for the pink header.

Lesson Plans			<u>enter date</u> - <u>enter date</u>
	Subject Grade	Subject Grade	Subject Grade
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

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Lesson Plans			<u>enter date</u> - <u>enter date</u>
	Subject Grade	Subject Grade	Subject Grade

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- 6-day lesson plan. Days 1-6 run down the side; 6 subjects/grade run along the top. Everything can be changed except for the colors.

Lesson Plans <u>enter date - enter date</u>			
	Subject/Grade	Subject/Grade	Subject/Grade
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			
Day 6			

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Lesson Plans <u>enter date - enter date</u>			
Subject/Grade	Subject/Grade	Subject/Grade	Notes



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- 8 subject lesson plan

Lesson Plans

enter date - enter date

Date/Week	Subject/Grade	Subject/Grade	Subject/Grade	Subject/Grade

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Lesson Plans

enter date - enter date

Subject/Grade	Subject/Grade	Subject/Grade	Subject/Grade	Notes

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Page Templates - Size 14.5 x 11.5

- 6 period lesson plan. Days of the week run down the side, the subject/grade along the top. There is a notes column, you can change this to a subject/grade column and have a 7-period lesson plan. Everything can be changed except the colors.

Lesson Plans		<u>enter date</u> - <u>enter date</u>					
	Subject Grade	Subject Grade	Subject Grade	Subject Grade	Subject Grade	Subject Grade	Notes
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							



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1-page Templates - Size 14.5 x 11.5

- 6 period lesson plan for 6 days. Days 1-6 run down the side, the subject/grade along the top. There is a notes column, you can change this to a subject/grade column and have a 7-period lesson plan. Everything can be changed except the colors.

Lesson Plans		<u>enter date</u> - <u>enter date</u>					
	Subject Grade	Subject Grade	Subject Grade	Subject Grade	Subject Grade	Subject Grade	Notes
Day 1							
Day 2							
Day 3							
Day 4							
Day 5							
Day 6							



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Page Templates - Size 14.5 x 11.5

- 8 and 9 subject/grade lesson plans.

<i>Lesson Plans</i> <u>enter date</u> - <u>enter date</u>									
Date/ Week	Subject/Grade	Subject/Grade	Subject/Grade	Subject/Grade	Subject/Grade	Subject/Grade	Subject/Grade	Subject/Grade	Notes

<i>Lesson Plans</i> <u>enter date</u> - <u>enter date</u>						
	Monday	Tuesday	Wednesday	Thursday	Friday	Notes
Period 1						
Period 2						
Period 3						
Period 4						
Period 5						
Period 6						
Period 7						
Period 8						
Period 9						



Digital School Library Planner for Google Slides

Library Planning Pages - these pages can be edited the same way as the other pages.

- Dates and events to remember (2 pages, 6 months per page)
- Weekly notes (2 pages)
- Peek at the week (2 pages)
- Week at a glance
- Class list template
- To-do lists
- Book fair planning pages
- Volunteer list
- Passwords list
- Professional development tracker
- Meeting notes
- Parent/home contact form
- Yearly plan ideas
- What do I need to order list
- Teacher and librarian collaboration forms



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Library Planning Pages (not every page is shown)

Dates and Events to Remember

AUGUST	SEPTEMBER	OCTOBER
Type here	Type here	Type here

A Peek at the Week

MONDAY

Type here

TUESDAY

Type here

MONDAY

Type here

TUESDAY

Type here

WEDNESDAY

Type here

THURSDAY

Type here

FRIDAY

Type here

SATURDAY

Type here

SUNDAY

Type here

Week at a glance

Dates:

MONDAY

Type here

TUESDAY

Type here

WEDNESDAY

Type here

THURSDAY

Type here

FRIDAY

Type here

SATURDAY

Type here

SUNDAY

Type here



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Library Planning Pages (not every page is shown)

To-do List

Book Fair Planning

Book fair set-up date and time	
Book fair pack-up date and time	

Yearly Plan Dates:

August	September	October
November	December	January
February	March	April
May	Jun	July


Volunteer List

Volunteer name	Student's name/teacher	Contact Information	Assisted with

Parent/Home Contact

Student:	Date:
Teacher/grade:	

Meeting Notes

Meeting Name:	
Date:	
Meeting Notes:	
Reminders:	



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Substitute Planning Pages - these pages can be edited the same way as the other pages.

- Information to leave for a substitute (duties, routines, procedures etc.) Edit them to fit your library.
- Emergency Procedures
- Where to find lists (places to find passes, pencils, supplies etc).
- Check out procedures
- What to do when lists. What to do if there is a technology issue, student issue, discipline or class issue
- Blank book list - fill in with books that you would like a substitute to read. Also a video list and a website list.
- Passwords list
- Schedule
- While you were gone pages for the substitute to fill out at the end of the day.



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Substitute Planning Pages (not every page is shown)

Library Substitute Information

Dear substitute,

Thank you so much for coming in to substitute for me. You should find everything that you need including schedules, lesson plans, duties, phone numbers and emergency information. There is also a list of books, videos and websites that you may use as well. Thank you again and I hope you have a wonderful day!

Your name

Special Notes:

Library Assistant: (A) If you are in need of immediate help or assistance contact:

Office:

Emergency Procedures

Library Procedures:

Morning procedures:

Afternoon procedures:

Planning time or scheduled breaks:

Arrival and dismissal of classes:

Where to find...

Below is a list of where you can find items that you might need today.

Nurse passes:

Pencils:

Crayons:

Library Check-out Procedures

Checking books in:

Checking books out:

Reshelving books:



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Substitute Planning Pages (not every page is shown)

What to do when - technology issues

The computers w

What to do when - library issues

A student can not check out a library book:

What to do when - class issues

A student can not check out a library book:

What to do when - student issues

The teacher is late dropping off their class to the library:

A student tells you

A student returns a

A parent calls with

A teacher has a req

A student/parent w

The teacher is late picking up their class from the library:

The teacher drops their class off early to the library:

The teacher arrives to pick up their class early from the library:

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While you were gone:

Substitute name:

Date:

Kindergarten:

First grade:

While you were gone:

Substitute name:

Date:

Helpful students:

Student/behavior issues:



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Substitute Planning Pages (not every page is shown)

Book List

Book Title	Author	Grades	Where to find

Video List

Video Name	Concept/ topic	Grades	Where to find

Website List

[illegible]

Passwords

Computer #	Login/username	Password
Database	Login/username	Password

Library schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30					
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					

