DIGITAL SCHOOL LIBRARIAN PLANNER

Use and edit with Google Slides Calendars, planning pages, lesson plans, substitute planning, library specific forms and MUCH MORE!





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.



What is included in this planner? Calendars

- Calendars come in two different sizes. H.5 x II.5 and II 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		
©Staying Cool in the Libra	ary	1	1	<u> </u>	l			

1	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		
O Stayir	ng Cool in the Librar	ч							

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		
OStaying Cool in the Libr								

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturda
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

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 II

 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.

	Monday	Tuesday	Wednesday
Period 1	·	·	
Period 2			
Period 3			
Period 4			
Period 5			
Period 6			
Period 7			
Period 8			
Period 9			

son Plans	<u>enter date</u>	- <u>enter date</u>
hursday	Friday	Notes & To-do's
		lik
		

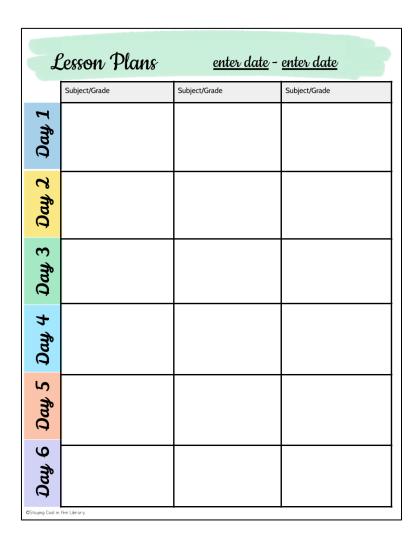
 6 period lesson plan. Days of the week run down the side and the subject/grade is at the top. Everything can be changed except for the pink header.

L	lesson Plans	<u>enter date</u> - <u>e</u> n	<u>iter date</u>
	Subject Grade	Subject Grade	Subject Grade
Monday			
Tuesday			
Wednesday			
Friday Thunsday Wednesday Tuesday Monday			
Friday			Colony of Colon in the Life or y

Lesson '	Subject	Subject	
Grade	Grade	Grade	



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



ubject/Grade	Subject/Grade	Subject/Grade	Notes
	+		



8 subject lesson plan

Date/Week	Subject/Grade	Subject/Grade	Subject/Grade	Subject/Grade
				1
				1

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



-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.

j	Lesson Plans		<u>date</u> - <u>enter date</u>				
	Subject Grade	Subject Grade	Subject Grade	Subject Grade	Subject Grade	Subject Grade	Notes
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							OStaying Cool in the Library



-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</u>	<u>date</u> - <u>enter date</u>	<u>v</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							



-page Templates - Size 14.5 x 11.5

• 8 and 9 subject/grade lesson plans.

ate/	Subject/Grade	Subject/Grade	Subject/Grade	Subject/Grade	Subject/Grade	Subject/Grade	Subject/Grade	Subject/Grade	Notes			
ek												
							<u> </u>	<u>l</u>	1			
					Lesso	Lesson Plans <u>enter date</u> - <u>enter da</u>						
						Monday	Tues	day	Wednesday	Thursday	Friday	Notes
					Period 1							
					Period 2							
					Period 3							
					Period 4							
	1											
	l				Period 5							
	1				Period 5							
	1											
					Period 5 Period 6							

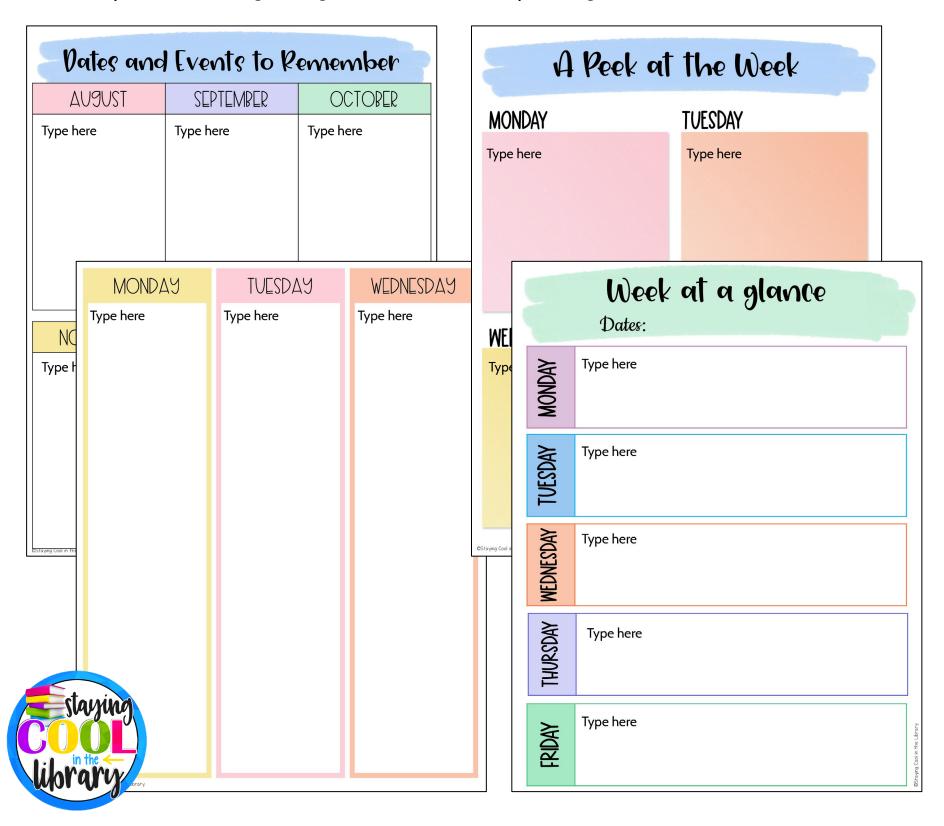
Period 9

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

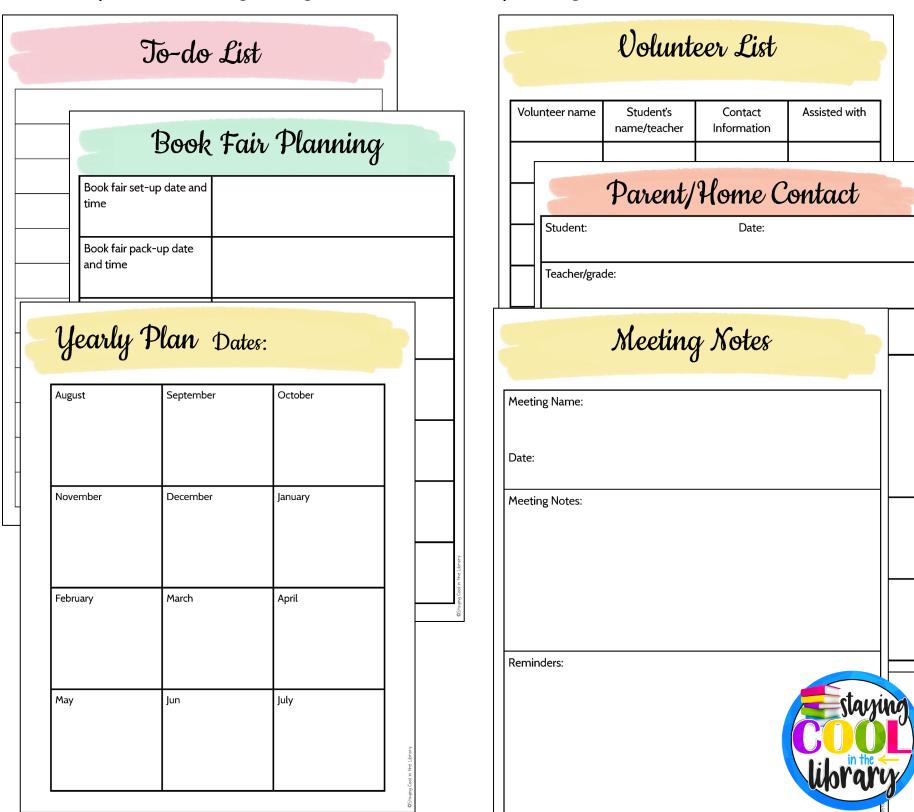
- Dates and events to remember (2 pages, 6 months per page)
- Weekly notes (2 pages)
- Peek at the week (2 pages)
- Week at a glance
- Class list template
- To-do lists
- Book fair planning pages
- Volunteer list
- Passwords list
- Professional development tracker
- Meeting notes
- Parent/home contact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



Library Planning Pages (not every page is shown)



Library Planning Pages (not every page is shown)



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

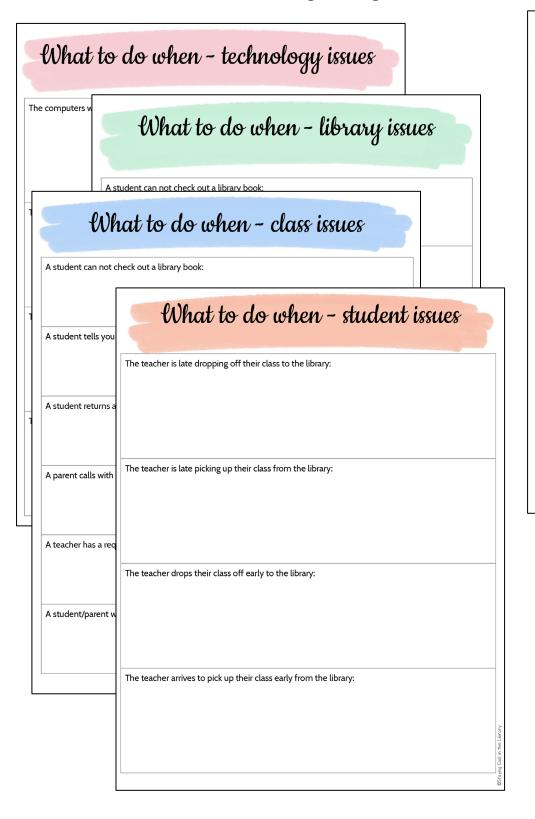
- Information to leave for a substitute (duties, routines, procedures etc.) Edit them to fit your library.
- Emergency Procedures
- Where to find lists (places to find passes, pencils, supplies etc).
- Check out procedures
- What to do when lists. What to do if there is a technology issue, student issue, 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.



Substitute Planning Pages (not every page is shown)



Substitute Planning Pages (not every page is shown)





Substitute Planning Pages (not every page is shown)

