

SCHOOL LIBRARY PLANNER – PREVIEW

I created this planner specifically for school librarians. There are over 300 pages of both editable and non-editable documents. You can use these pages year after year.

When you download the planner you will receive two folders. One folder contains the .pdf documents. I did not combine the documents into one large file just for ease of use. The .pdf files can not be edited or changed.

The second folder has the editable PowerPoint documents. You can change 99% of the text in these documents (but you can not change any of the images due to copyright restrictions.) I embedded the fonts that I used in the planners into the PowerPoints. This means you do not have to install any fonts on your computer.

Many of the pages have a table of some kind (for lesson plans or calendars). The tables can be changed, re-sized, deleted etc. Before you start to make changes, I recommend saving a copy first.

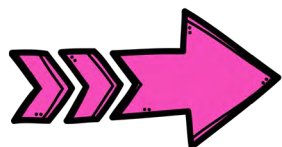
You will receive free updates to the planner for life. I only guarantee to update the calendars. Currently there are calendars that go through the 2024-2025 school year.

SCHOOL library Planner – Preview

- Cover pages for each section (14) EDITABLE INCLUDED
- Matching spine labels in 1½", 1 ½" and 3" EDITABLE INCLUDED
- 2-page monthly calendars from August 2020-July 2025 EDITABLE INCLUDED
- One-page monthly calendars from August 2020-July 2025
- Mini calendars (one page for each year)
- Dates and events to remember EDITABLE INCLUDED
- Monthly snapshot/overview EDITABLE INCLUDED
- Weekly snapshot/overview EDITABLE INCLUDED
- Lesson plan pages EDITABLE INCLUDED
 - 6 subject (2-page spread)
 - 8 subject (2-page spread)
 - 7 subject (2-page spread)
 - 9 period (2-page spread)
- Student behavior log EDITABLE INCLUDED
- Booked for birthdays program information
- Teacher/librarian collaboration forms EDITABLE INCLUDED
- Suggestion slips for students or teachers to request materials EDITABLE INCLUDED
- Sample library reports to keep track of statistics and library usage EDITABLE INCLUDED

SCHOOL LIBRARY PLANNER – PREVIEW

- Staff and student surveys
 - 2 staff surveys
 - 5 student surveys (to find out what books students are interested in and their reading habits. Two of the surveys are in pictures for younger students)
- Misc. Pages (color and black and white) EDITABLE INCLUDED
 - Library Schedule Template
 - About me page
 - Volunteer list
 - Password list
 - Professional development tracker
 - Meeting notes
 - Parent/home contact log
 - Yearly plan organizer for each grade level preK-6
 - Book fair planning pages
 - Ordering ideas
 - To do lists
 - Notes pages



Every page is not shown in the preview.

sample pages

2-page calendars through July 2025.

In the editable PowerPoint, you can change the quote at the top left, change the table cells, change the font, insert text or images.

AUGUST 2020

Monday	Tuesday	Wednesday	Thursday
3	4	5	6
10	11	12	13
17	18	19	20
24/31	25	26	27

"A CHILDREN'S STORY THAT CAN ONLY BE ENJOYED BY CHILDREN IS NOT
A GOOD CHILDREN'S STORY IN THE SLIGHTEST." - C.S. Lewis

Friday	Saturday	Sunday	Notes
	1	2	
7	8	9	
14	15	16	
21	22	23	
28	29	30	

sample pages

1-page calendars through July 2025.
These are not editable.

FEBRUARY 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12			
16	17	18	19			
23	24	25	26			

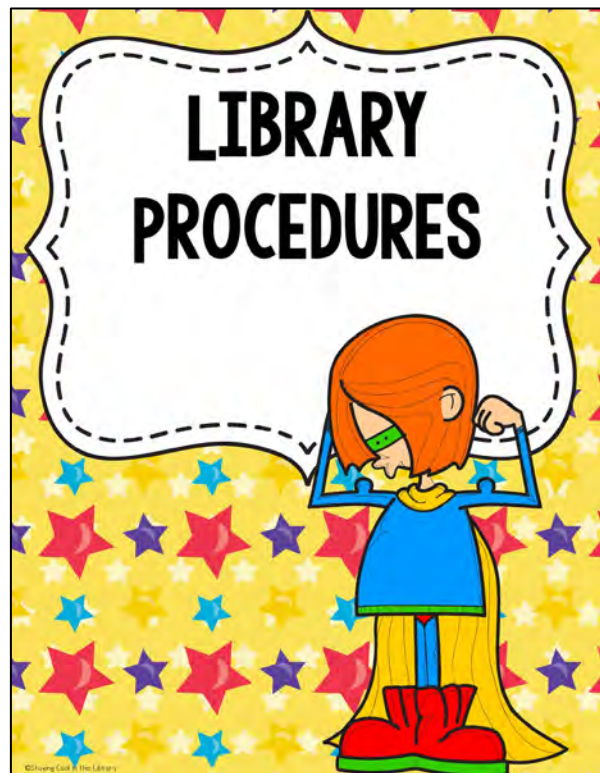
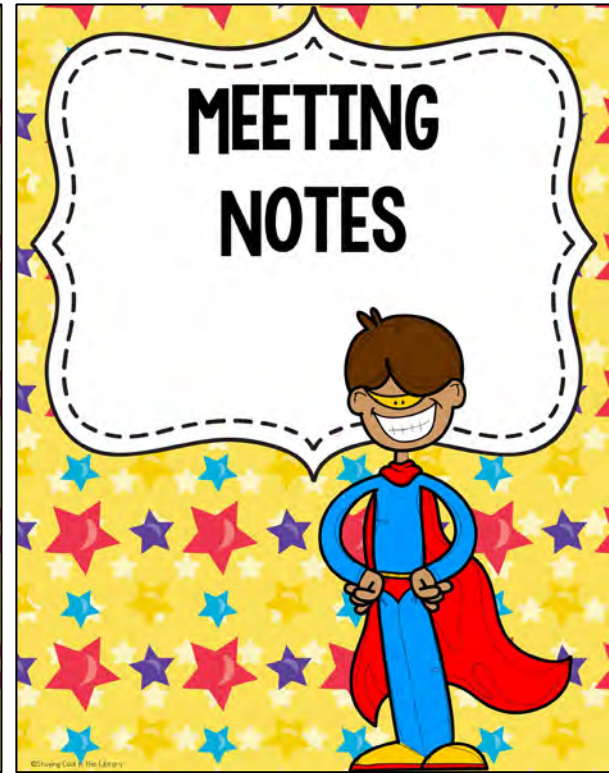
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JULY 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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sample pages

Variety of cover pages. The text can be edited only.



sample pages

6 period lesson plan

LESSON PLANS			
FOR THE WEEK OF: _____			
	SUBJECT GRADE	SUBJECT GRADE	SUBJECT GRADE
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

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LESSON PLANS			
FOR THE WEEK OF: _____			
	SUBJECT GRADE	SUBJECT GRADE	SUBJECT GRADE

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sample pages

7 period lesson plan

Date: Week:	Subject/Grade	Subject/Grade	Subject/Grade
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

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Subject/Grade	Subject/Grade	Subject/Grade	Subject/Grade

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sample pages

8 period lesson plan

LESSON PLANS				
Date:	Subject/Grade	Subject/Grade	Subject/Grade	Subject/Grade
Week:				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

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LESSON PLANS				
Subject/Grade	Subject/Grade	Subject/Grade	Subject/Grade	Notes/To-Do

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sample pages

9 period lesson plan

LESSON PLANS		FOR THE WEEK OF: _____	
	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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Thursday	Friday	To-Do List

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sample pages

Dates and events to remember. You can add text boxes in the editable PowerPoint.

DATES & EVENTS TO REMEMBER		
August	September	October
November	December	January

DATES & EVENTS TO REMEMBER		
February	March	April
May	June	July

sample pages

Monthly overview

The image displays three sample pages for a monthly overview, each with a yellow starry border and a white central area. The pages are titled 'A LOOK AT AUGUST', 'A LOOK AT JUNE', and 'A LOOK AT JULY'. Each page is divided into sections for 'Special Events', 'Meetings', 'Curriculum Focus', and 'Collection Focus', with lines for notes. The 'AUGUST' and 'JULY' pages have purple headers, while the 'JUNE' page has blue headers. The 'JULY' page is positioned in front of the others.

A LOOK AT AUGUST

Special Events

Meetings

Curriculum Focus

Additional Notes:

A LOOK AT JUNE

Special Events

Meetings

Collection Focus

A LOOK AT JULY

Special Events

Meetings

Curriculum Focus

Collection Focus

Additional Notes:

sample pages

Weekly overview (2 versions). You can add text boxes in the editable PowerPoint.

The image displays three overlapping weekly overview templates. Each template has a yellow background with a pattern of small stars and colorful triangles. The templates are titled 'A PEEK AT THE WEEK!' and 'WEEK AT A GLANCE'.

Template 1 (Left): Titled 'A PEEK AT THE WEEK!'. It features a 'DATES:' field at the top. Below it are three columns for 'Monday', 'Tuesday', and 'Wednesday'. A 'Thursday' column is partially visible on the left. At the bottom left is a red box labeled 'Notes/ To-do list:'.

Template 2 (Middle): Titled 'WEEK AT A GLANCE'. It features a 'DATES:' field at the top. Below it are five rows, each with a red box on the left labeled 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday' respectively. At the bottom left is a red box labeled 'Notes/ To-do list:'.

Template 3 (Right): Titled 'WEEK AT A GLANCE'. It features a 'DATES:' field at the top. Below it are two rows, each with a blue box on the left labeled 'Monday' and 'Tuesday' respectively. Below these are three columns for 'Monday', 'Tuesday', and 'Wednesday'. Below these are three columns for 'Thursday', 'Friday', and 'Saturday/Sunday'. At the bottom left is a blue box labeled 'Notes/ To-do list:'.

sample pages

Miscellaneous pages. These are editable and come in black and white.

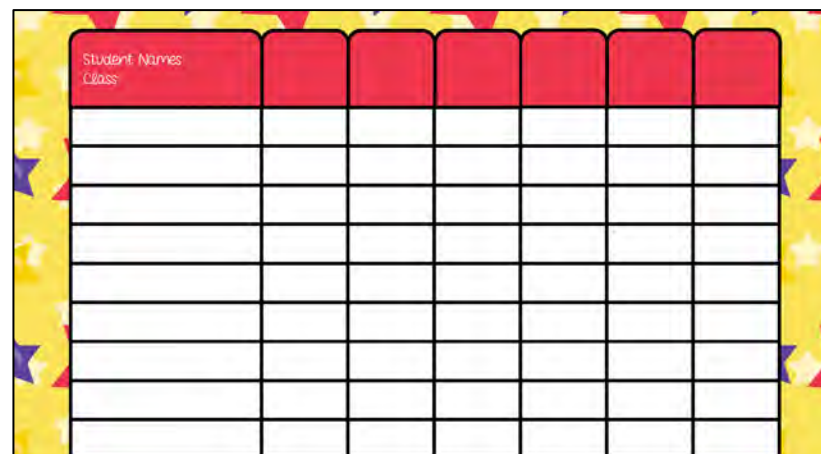


ABOUT ME


NAME: _____

SCHOOL: _____

ADDRESS: _____



Student Names Class						



Parent/Home Contact Log

Student: _____ Date: _____

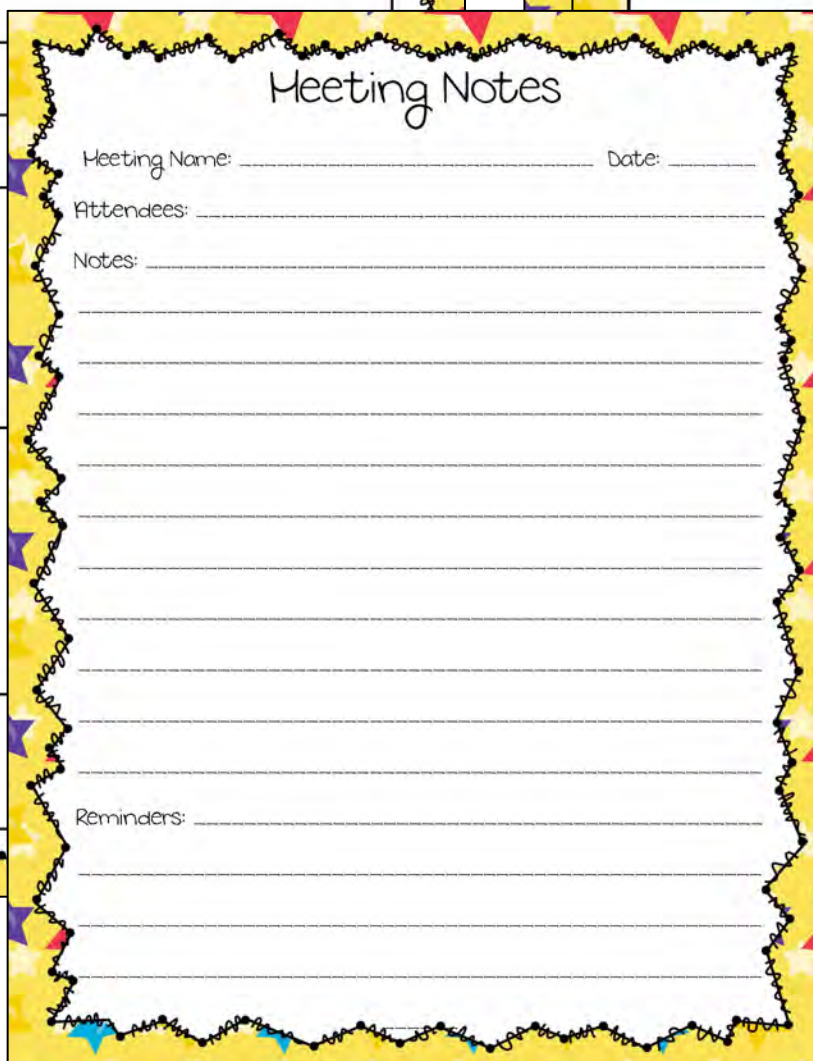
Teacher/grade: _____

Person spoke to: _____

Reason for contact: _____

Notes: _____

Follow-up: _____



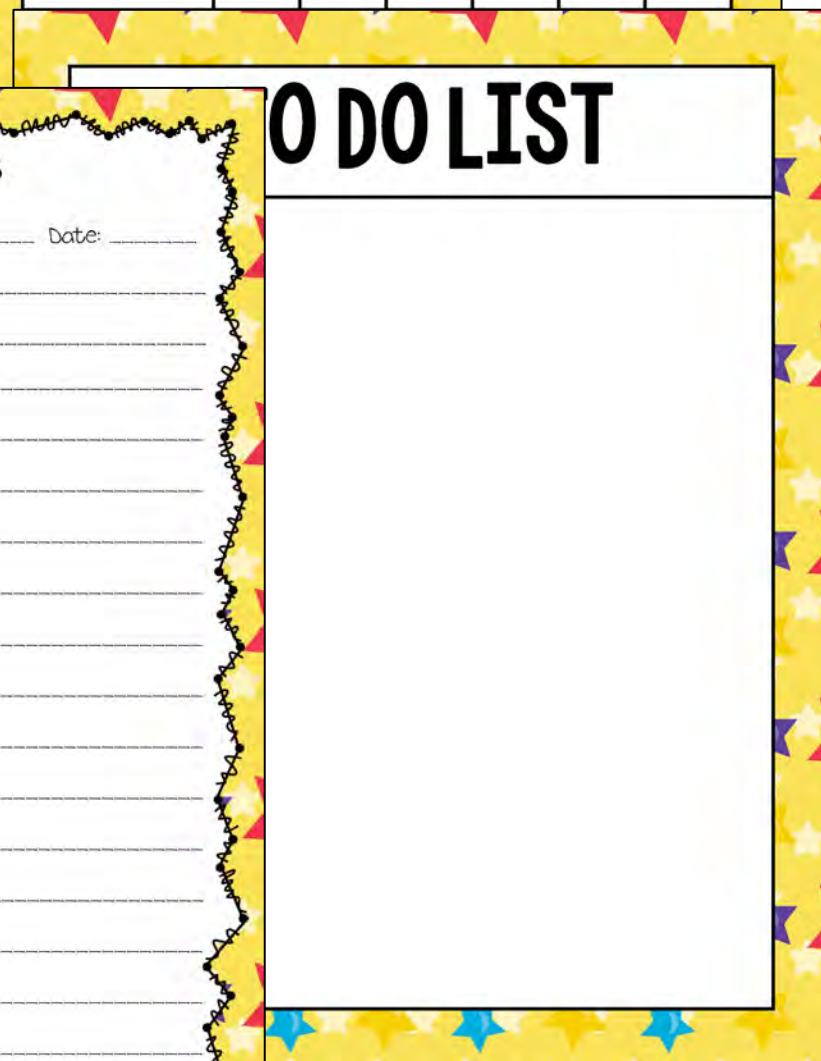
Meeting Notes

Meeting Name: _____ Date: _____

Attendees: _____

Notes: _____

Reminders: _____



TO DO LIST

sample pages

Yearly plans - Prk-6th grade

Yearly Plan for Kindergarten

August	September	October
November	August	September
	October	November
	December	January

Yearly Plan for 2nd grade

August	September	October
November	December	January

Yearly Plan for 5th grade

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

BOOK FAIR PLANNING

Book Fair Dates: _____

BOOK FAIR

Book fair set-up date and time	
Book fair pack-up date and time	
Book fair open dates	
Book fair open times	
Special event #1	
Special event #2	
Notes:	

Reports - fully editable

Fines/Fees	\$
Damaged Books paid For	\$

Total A/V Added	
Total A/V Discarded/Lost	

[illegible]

Any special activities or programs list here:



sample pages

Spine labels in various sizes



sample pages

Staff surveys



STAFF SURVEY

Thank you for taking the time to fill out this survey. The questions below will provide me with information that I can use in many ways. I would like to know how I can assist you by identifying the topics you will teach involving library research, the book reports you will assign, and your suggestions for recreational and professional reading. Thank you.

1. Your name: _____
2. Grade level and/or subject: _____
3. List some topics or themes that you will teach this year that might require students to use the library for research purposes.

4. List any book reports (genre, theme, or topic) that you will be assigning this year.

5. List any recreational reading areas that you know your students enjoy reading (genre, theme, or topic). Specifically, are there any areas that you would like to see more of in the library collection?


6. List the other resources you would like to see in the library (books on CD, DVDs, magazines etc.) if applicable please include the topic/theme as well. For example: more DVDs on life cycles.

7. List any topics you would like to see added to the professional collection.

8. Are there any professional development areas that I can assist you with?
 - ☐ Using the online library catalog
 - ☐ Motivating students to read
 - ☐ Using online resources
 - ☐ Other _____
9. List possible activities or projects that you may want to work with me collaboratively on this year. This can include activities that I can do with your class during their scheduled library time.

10. List any other suggestions or ideas you have for the library.

Staff Survey




Dear Staff,

Thank you for taking the time to fill out this survey.

1. What grade do you teach?
2. How many times a month do you use the library for your own teaching needs?
3. About how many books do you check out of the library a month?
4. About how many videos do you check out/schedule a month?
5. I would like to see more books/materials on the following topic(s):

Staff Survey



Dear Staff,

Thank you for taking the time to fill out this survey.

1. What grade do you teach?
2. How many times a month do you use the library for your own teaching needs?
3. About how many books do you check out of the library a month?
4. About how many videos do you check out/schedule a month?
5. I would like to see more books/materials on the following topic(s):

sample pages

Student surveys (not editable)

Student Library Survey

Name: _____

Answer the questions below. Put a check in the box to show your answer.

- What do you do in your spare time?

<input type="checkbox"/> Play sports	<input type="checkbox"/> Read
<input type="checkbox"/> Watch TV	<input type="checkbox"/> Spend time with Family
<input type="checkbox"/> Play video games	<input type="checkbox"/> Spend time with Friends
<input type="checkbox"/> Listen to music	<input type="checkbox"/> Watch movies
- Do you enjoy reading?

<input type="checkbox"/> I love to read
<input type="checkbox"/> Reading is ok
<input type="checkbox"/> I prefer not to read
- Do you prefer to read Fiction or nonfiction books?

<input type="checkbox"/> Fiction
<input type="checkbox"/> Nonfiction
- Write the title of one of the best books you have ever read.

- Do you think of yourself as a good reader?

Student Library Survey

Name: _____

The Library Media Center staff is here to help you. Please help us to better assist you by participating in this survey.

When do you visit the Library Media Center? (check all that apply)

____ Before School ____ Lunch time ____ After School ____ With a class

How many times do you visit the Library Media Center each month? ____

Please check all the reasons you visit the Library Media Center.

- | |
|--|
| <input type="checkbox"/> To find materials for assignments |
| <input type="checkbox"/> To find books to read for fun |
| <input type="checkbox"/> To read magazines or newspapers |
| <input type="checkbox"/> To do homework or study |
| <input type="checkbox"/> To meet friends |
| <input type="checkbox"/> To use computers to search the Internet |
| <input type="checkbox"/> To use computers to type an assignment |
| <input type="checkbox"/> To prepare a multimedia presentation |
| <input type="checkbox"/> To get help on an assignment |
| <input type="checkbox"/> Other (please list) _____ |

Do you have enough time to visit the Library Media Center? ____ yes ____ no

Do you usually find the materials for which you are looking? ____ yes ____ no

Do you use other libraries? ____ yes ____ no

If you use other libraries, what libraries do you use? _____

Do you have a public library card? ____ yes ____ no

Are there any book titles you would like to have us order for the Library Media Center?
(write on the back of this paper)

Thank you for helping us by completing this survey.

Name: _____

Student Library Survey

What is the title of one of your favorite books?

What is the name of one author that you really like?

What would you rather read. (circle one) Fiction Nonfiction

Do you read every day? _____

How do you feel about reading? (circle one)

I love it! It's all right. Do I have to read?

Circle the types of books you like to read.

Name: _____

Student Library Survey








What kinds of books do you like? your Favorites.

art 	science fiction 
holidays 	Fairy tales 
military 	mystery 
pets 	funny stories 

Name: _____

Student Library Survey

What kinds of books do you like? Color in the boxes to show your Favorites.

dinosaurs 	famous people 	science 
transportation 	scary stories 	social studies 
drawing 	Fairy tales 	superheroes 
animals 	funny stories 	sports 