

Arlington Elementary											
Library Activity Log		School	Date: From								to
	Working with Students (Individuals, Groups, Classes)	Collaboration with Teachers	Curriculum Support	Tech Support/ Troubleshooting	Library Administration	Library Operations	Professional Development	School Committees	Curriculum Resource	Other	
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
TOTAL HOURS											

Estimate time in half-hour increments. In case of absence, keep the log after returning to work to total five days.

- Working with Students** -- Working directly with students individually, in groups, or in classes to instruct, assist with research, etc.
- Collaboration with Teachers** -- Planning, preparing, assessing, following up activities with individual teachers or teaching teams.
- Curriculum Support** -- Gathering materials, bibliographies, URLs; suggesting materials, resources, TCR Connections, etc.
- Technology Support / Troubleshooting** -- Support both inside and outside the library of computers, printers, televisions, etc.; software support
- Library Administration** -- Collection development, book reviews, materials selection, ordering, cataloging, database maintenance, supervising media aide, etc.
- Library Operations** -- Working at the circulation desk; shelving returned materials; labeling, stamping, etc. to prepare materials for the shelf.
- Professional Development** -- Attending workshops, training sessions, professional reading, etc.
- School Committees** -- Curriculum Alignment Project, PL 221, school plan teams, grade-level meetings (Title 1), etc.
- TCR/Curriculum Resource** -- Using TCR Connections/Curriculum Resource activities in planning, directing teachers to activities for their subject area(s) [Y/N]
- Other** -- Before and after school hours, weekend functions

#whole group activities		More than 5 min assistance		other
#small group activities		Parents		
Less than 5 min assistance		#special activities		