4/23/13

End of Year Lending Library Instructions

Everything in regards to inventory is being handled electronically.

It is your responsibility to verify the status of materials on the inventory check out log that is in excel format.

Please return to Tonya Young via e-mail the excel document updated advising of lost/broken material and documenting items you are returning for EOY.

Tonya Young will need a separate excel document sent via e-mail showing the items you want returned for the 2013-2014 school year.

Please return any broken inventory items to Tonya Young immediately.

Please inform Tonya Young of any lost inventory immediately.

If there is a computer listed on the check out log, the computer doesn’t need to be returned for summer storage. Please log on the excel check out log verifying that you have it and where it is located.

Please box materials for summer storage. Materials that are broken or belonging to someone different than Grant County IDEA B will need to be boxed separately. Materials that you would like returned to you for the 2013-2014 school year will need to be boxed together. Please be sure to mark on the outside of the box accordingly. This will speed up the return of materials for the 2013-2014 school year.

Please place boxed materials in the office for the delivery person to pick up and return to Tonya Young. Please remember to do a work order when needed.