Activity Report Instructions and Definitions

Electronic Resources:
Use this for hash marks to indicate that you noted a student visiting one of the kinds of electronic resources available: a database, the catalog, or the web.

Circulation (Student)
We're still working on how to find the separated circ stats from the computer, so just count the cards at the end of the day. Don't worry about grade level, just M or L.

Teacher
- Use hash marks to note any activity.
- Ready Reference means anything a teacher stops in to find out, from a phone number to a fact, to a book or web link.
- Print and nonprint circulation is easy.
- AV Equipment circulated would include InFocus and DVD, or TV.
- AV Problems is all those little questions – blown bulbs, "TV doesn't work", need new CD player, etc.

LS Students in classes –
- Mostly hash marks for classes are fine because most classes are 21, If a class is notably small sometime, note the actual number.
- Circ class is what Joanne supervises.
- Storytelling is generally part of the Circ Class. The "Flexible" column is to note any extra storytimes.
- Dorcas will do the Collaborative Instruction columns.
  - Teacher Planning will be in minutes
  - Instructional Time will be hash marks, with most classes being 45 minutes.

MS Students in Classes needs to note the teacher and topic, and the # of periods and # of students. If it is all the 6th grade in 4 periods, I would write 4/72.
Teacher Collaborative Planning will be a quick note of who and what.
Co-Teaching covers those classes that ask us to help with teaching beyond just pulling books and materials ahead of class time.

LS Students on Passes is to cover any students who come outside a scheduled class, to return a late book or get a new book early, or get something for a teacher, or…
MS Students on Passes also includes makeup tests, printing homework, and other rescues.

LS Parent Volunteers can be hash marks.
Parent Circulation will allow us to have a sense of how much of that we do.
MS Parent Volunteers will reflect hours, not just presence since there is no class to which they attach.

Overdues
This is time consuming so we want a count.

Admin Functions is a place to jot any other activity you do that we would want to remember – parent training, software training, typing orders, …

The Totals will come later – you leave those blank.