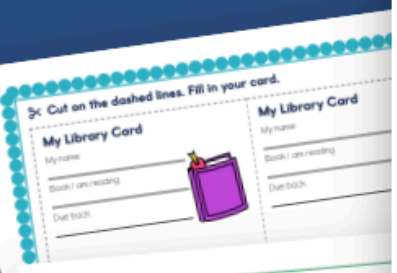
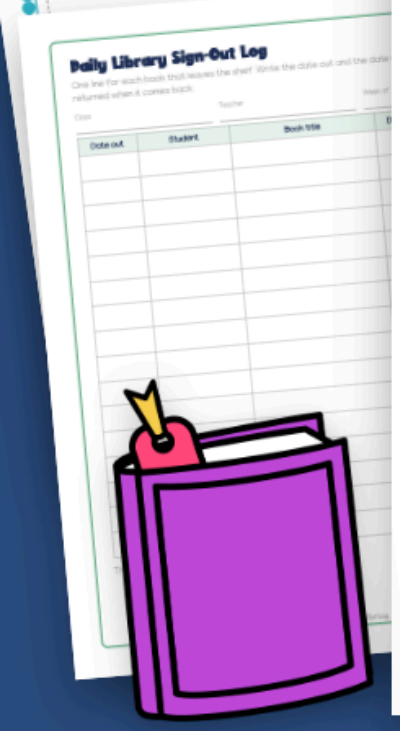
BOOK SIGN OUT SHEET

Classroom Library Checkout Log and Cards · Fillable PDF

14 CARDS

20 PAGES





Our Library Rules

Post these by the shelf. Read them together on the first day, and again when a rule is missed.



Clean hands before you read.



Ask before you take a book out.



Take it home in your bag and bring it back.



Put it back in its bin.



Tell the teacher if a book gets wet or torn.

Our school's rule for a lost or damaged book

Write the school's rule here

Book Sign Out Sheet · Library Rules



Bright Path Sped

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This is a fillable PDF

- Open it in a PDF reader (Adobe Acrobat Reader, Preview, or your browser), click into a line, a box or a table cell, type, and Save As.
- Every name, date, title and cell on a log, a record or a roll-up is a type-in field. In a checkbox, type an X or print the page and check it by hand.
- Print at 100 percent: turn off fit to page. Every line is black or gray, so the pages photocopy in black and white.
- It works offline. No account, no subscription, no internet connection needed after you download it.

A sign-out record has a child's name on it

Keep filled-in records where your school keeps student records, and follow your school's own rules for what goes home. The pages here say what was borrowed and when it is due. The school's rule for a lost book is yours to write.

Need help?

If a field will not behave, use Ask a Question on the product page before leaving a review. A fix to the file ships as a free update from My Purchases.

Printing tip

Keep a clipboard by the shelf so students sign out without asking. Print the borrowing cards on card stock so they last the school year.

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PREVIEW

Daily Library Sign-Out Log

One line for each book that leaves the shelf. Write the date out and the date due. Write the date returned when it comes back.

Class _____ Teacher _____ Week of _____

Date out	Student	Book title	Due back	Date returned

Then mark the same book on the Book Record (page 6).

PREVIEW

Book Record: Where Each Book Is

One row for each book, in order by its number. Write In or Out. When it is Out, write who has it and the date it is due.

Class _____ Teacher _____

Book no.	Title	Bin	In or Out	Out to	Due back

A book with a Bin number is on its shelf. Count it on the shelf check (page 7).

PREVIEW

Book Pocket Cards

Print, cut and put one card in each book's pocket. Use the same book number as the Book Record, so the card and the record always match.

Book no. _____ Bin ___
Title _____
Due back _____ Out to ____

Book no. _____ Bin ___
Title _____
Due back _____ Out to ____

Book no. _____ Bin ___
Title _____
Due back _____ Out to ____

Book no. _____ Bin ___
Title _____
Due back _____ Out to ____

Book no. _____ Bin ___
Title _____
Due back _____ Out to ____

Book no. _____ Bin ___
Title _____
Due back _____ Out to ____

Book no. _____ Bin ___
Title _____
Due back _____ Out to ____

Book no. _____ Bin ___
Title _____
Due back _____ Out to ____

PREVIEW

Library Book Note Home

Send this with the student or write it in the folder. Type an X in the box that fits, fill in the blanks, and sign.

Student _____ Date _____ Teacher _____

The book's title _____

Due back on _____ Date sent _____

☐ **The library book is due back on the date below. Please send it in the folder.**

☐ **The library book is late. Please look for it at home and send it back soon.**

☐ **The library book came back. Thank you for helping us.**

☐ **Something else (write it on the line below).**

A note for the family

Teacher note back to the family

Teacher _____ Date _____

Family signature _____ Best way to reach me _____

PREVIEW

Quick Card for a Para or Sub

How to sign out a book and check one back in when you are covering the room.

Before the day

- Find the Daily Sign-Out Log (page 4) and the Book Record (page 6).
- Put the book bin and a pencil where the students can reach them.
- Write your name and the date at the top of the log.

Signing a book out

1. Ask for the book's title.
2. Find it on the Book Record.
3. Write the student, the title and the due date on the log.
4. Mark the book Out on the Book Record.

Checking a book back in

1. Write the date returned on the log.
2. Mark the book In.
3. Put it in its bin.

Please do not

- Guess where a book went. Ask the student and the teacher.
- Write about another child on this child's line.
- Send a note home that the teacher has not seen.

Name _____ Date _____

Things the teacher should know

_____

_____

_____

_____

Notes for the next person

_____

_____

_____

PREVIEW

A Filled-In Daily Log (Invented Students)

Every student and every book title on this page is invented; nothing here describes a real child. The sheet is the daily log from page 4, filled in for Oct 12 to Oct 16.

Class: Room 12 (invented)

Teacher: Ms. Alvarez (invented)

Week of: Oct 12 to Oct 16

Date out	Student	Book title	Due back	Date returned
Oct 12	Ana K.	Bug Hunt Week	Oct 19	Oct 17
Oct 12	Ben T.	The Rainy Bus Ride	Oct 19	Oct 21
Oct 13	Cora L.	Pumpkin Patch Friends	Oct 20	–
Oct 13	Dev M.	Sea Turtle Stories	Oct 20	Oct 18
Oct 14	Eli R.	Kite Day	Oct 21	–
Oct 14	Ana K.	Count the Clouds	Oct 21	Oct 20
Oct 15	Faye S.	Big Dog, Little Dog	Oct 22	Oct 22
Oct 16	Gio P.	Mitten Search Party	Oct 23	–

How to read it

- 8 books went out this week. A dash means the book is not back yet.
- Each due date is one week after the date out in this example.
- The Monthly Roll-Up for these same lines is on page 16.

A filled return reminder for the late book (invented)

Student: Ben T. (invented). Book: The Rainy Bus Ride. Due back: Oct 19. Came back: Oct 21.

Your child's library book came back a little late. Thank you for sending it back. Please check the folder for other books that are due.

PREVIEW

My name _____ Date _____

Write the book you read. Circle how you feel.

My book 1 _____ Date I finished it _____

 I liked it  It was okay  Not for me

Draw my book

My book 2 _____ Date I finished it _____

 I liked it  It was okay  Not for me

Draw my book

PREVIEW

 Color a star when you finish! 

Binder Cover, Spine and Divider Labels

Slide the cover into a binder front. The four labels go on divider pages, one for each kind of sheet.

CLASSROOM LIBRARY

Book Sign Out Sheets

Class

Teacher

School year

Library Sign-Out

Divider labels

Daily and Weekly

Book Record and Shelf

Cards

Family and Roll-Up

Where each kind of sheet goes

- Daily and Weekly: the daily log and the weekly grid.
- Book Record and Shelf: the Book Record and the shelf check.
- Cards: the student library cards and the book pocket cards.
- Family and Roll-Up: the return reminder and the monthly roll-up.

PREVIEW