

Media Specialist's Checklist

SCHOOL SEMESTER/YEAR

PROGRAM ADMINISTRATOR

MEMBERSHIP NUMBER

- Determine what type of audiobooks your school will be using (AudioAccessSM downloadable books, AudioPlus® books on CD, AudioPlus® downloadable books, or a combination).
- Hold an information session about RFB&D and audiobooks for new teachers or teachers new to the program. If possible, include feedback from current RFB&D users.
- Obtain book orders from teachers for the first marking period or semester.
- Choose a secure place to store your equipment.
- Familiarize yourself with the equipment and either charge the batteries or make sure you have plenty on hand.
- Provide copies of the parent letter introducing RFB&D and its programs and services for teachers.
- Decide if you will have a listening center or online access to audiobooks in the library and set it up.
- Hold training sessions for both teachers and students. To assist in the training needs, enlist the help of master teachers and students.
- Organize the RFB&D books and equipment for easy access.
- Create student contracts. The contracts will help to ensure proper usage and storage of the equipment.