**Procedure for Signing Out/Returning Materials in the Tutor Resource Center**

**Consumables: (C) after the number means these do not need to be returned**

**Return: (R) after the number means return after you/the student is finished using**

To make this sign-out system work:

* **PLEASE be sure to return all copies of learning materials to the appropriate place in the TUTOR RESOURCE CENTER in the George Culver Community Library on Dallas Street in SAUK CITY**. This allows all tutors to have equal access on a first-come, first-served basis.
* By following this procedure, you will be assisting the Finance Committee which is in charge of maintaining our inventory of consumable learning materials. They can more readily determine what may need to be restocked by working out of one central location.

1. **(C)**   **Any materials on the shelves closest to the computers** are yours for the taking, and no sign out or return is necessary. If you decide that something you have taken is no longer needed by you and your student, and it is still in usable condition, please consider returning it.
2. **Confidence and Connections Student books: (C)**

**Confidence and Connections Teacher books: (R)**

**Confidence and Connections student and teacher books and CDs** are on the designated shelves in the Tutor Resource Center. These items **need to be signed out (see Sign-Out/Sign-In pages that follow).**

**Students write in and keep their completed books.**

**Return Teacher books to the holder you got them from when you are finished and fill in ‘Date Returned” on the sheet to check them back in to our inventory.**

1. **(R) Fiction and biographical chapter books and quick reads along with the Sandra Heyer series** of Very Easy ...Easy, etc. True Stories also are available on shelves above the C&C curriculum holders. There also are materials specific to math, grammar, writing, and other special topics on those shelves. For all of these materials, **return these when you are finished with them, including copies students were using.**

*Thank you for your cooperation in keeping this self-serve Tutor Resource Center operating smoothly as we try to make the best use of our operating resources!*