



## MEMORANDUM

To: Secondary Librarians, Secondary Principals  
From: Jana Knezek  
Date: May 11, 2007  
Re: Start Up and Closure Dates for Secondary Libraries

**Jana Knezek**  
Director  
Library and  
Textbook Services

Secondary libraries should begin and close out direct services to students according to the following guidelines. As a general rule, services should be provided on all instructional days.

Under normal circumstances, the library should operate according to the following schedule:

**Start Up** The library should be open and available to students and teachers beginning the first instructional day, although full services may not be in place for a few days due to need for data entry and scheduling.

**Close** Middle School: The library will need to discontinue checkout approximately two weeks prior to the last day, in order to collect all books, account for lost books, etc., but should remain open and have materials available for use in the library by students and teachers until the last student instructional day.

High School: In order to collect all books, account for lost books, etc., the library will need to discontinue checkout as outlined below. However, the library should remain open and have materials available for use in the library by students and teachers until the last instructional day.

- 9<sup>th</sup>-11<sup>th</sup> grades--approximately two weeks prior to the last instructional day
- 12<sup>th</sup> grade—approximately three weeks prior to the last instructional day

CC: Kathy Aiken  
Brian Woods  
Linda Mora  
Kelly Smith

6632 Bandera Road  
Bldg. D  
San Antonio, Texas  
78238-1435  
Tel: 210.397.8190  
Fax: 210.706.8974  
www.nisd.net