



El Paso Independent School District

Fine Arts Department

Standard Operating Procedures: *Library Check In/Out*

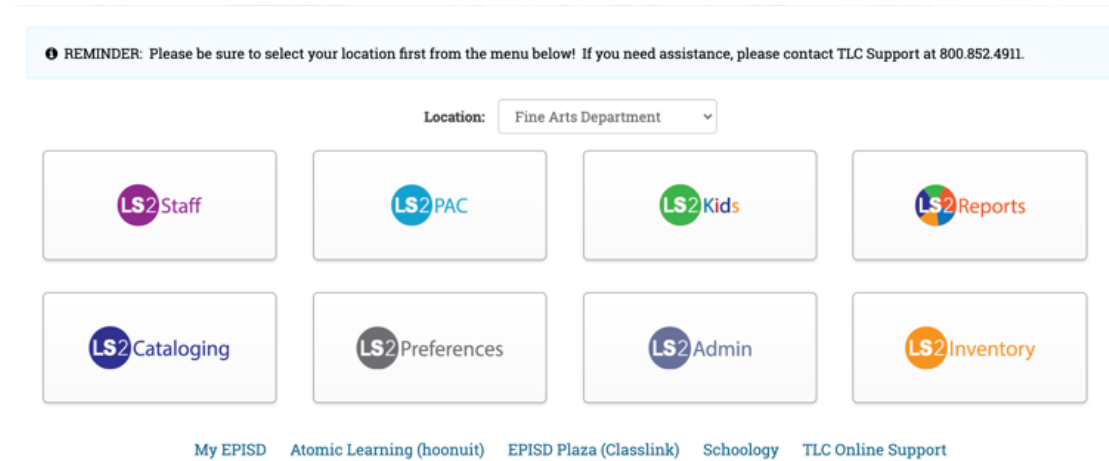
All El Paso ISD Fine Arts Department teachers will follow the procedures as outlined below when checking materials in or out from the Fine Arts Library.

1. All Fine Arts teachers will email their facilitator ***and*** Fine Arts Department senior clerk ***no less than 48 hours*** before needing to check in or out any music from the library.
2. All Fine Arts teachers will make an appointment per their initial email contact with the Fine Arts Department senior clerk and including the responsible facilitator in the conversation.
3. All appointments are to be upheld by the teacher as arranged with the Fine Arts Department clerk. ***Should an appointment need to be cancelled or moved to a different day/time, this will be evaluated by Fine Arts Department senior clerk for approval or denial.***
4. All items that are checked out in the Fall semester and are no longer in rotation during class time, performance engagements ***should be*** turned in to the Fine Arts library via an appointment with the senior clerk by December.
5. All items that are checked out in the Spring semester and are no longer in rotation during class time, performance engagements ***should be*** turned in to the Fine Arts library via an appointment with the senior clerk by May.
6. ***ALL*** teachers need to have their ID badge on them when in the library and know their ID badge number to assist in the check in/out process with the Fine Arts Department senior clerk.
7. Teachers should plan on a minimum of 20 minutes up to at least an hour when making an appointment to check in/out materials in the Fine Arts library.
8. Teachers may peruse materials on the LS2 system before coming to Fine Arts to have a better idea of what materials are available for check in/out purposes.
(See additional instructions below)
9. ***All materials will be turned in to the senior clerk in the Fine Arts Library by Friday, June 2nd via an appointment. NO EXCEPTIONS.***

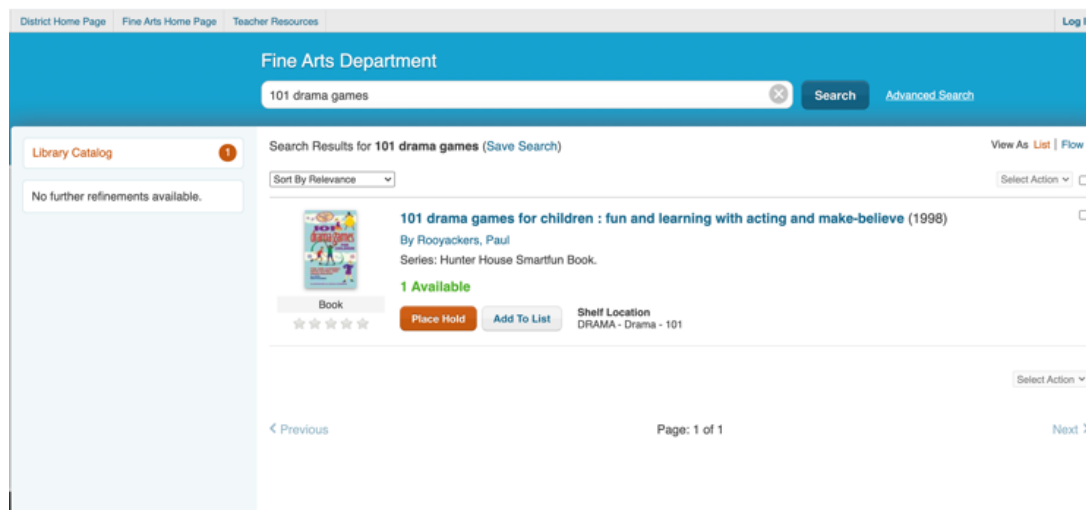
Step 1. Click or copy link

<https://el Paso.tlcdelivers.com/?config=831>

Step 2. Log in using your Employee ID #
PIN - Last 4 of Employee ID#



Step 3. Search



Step 4. Request by Place Hold followed by a call or email to:

Fine Arts Music Library - 915-230-3522

Request by appointment / welcome to come and

browse