**So you’re the new Assessment Librarian…**

* There is a folder saved on the O-Drive named Inventories
  + This has a variety of documents including inventories and such, which can be a good resource.
  + Also any supplies you need should be available in the GA office (folders, pad of paper, index cards, if not ask Ms. Worley – may need the key)
  + Copy code: 10065
* **How the Assessment Library is currently arranged:**
  + **Cabinet A** has a variety of children’s books, games, and the in-hand manipulation kits
  + **Wooden cart:** phys dys modalities
  + **Plastic Shelves next to mats**: peds shower chairs, inchworm, Denver kits, binders of resources, dynamometer
  + **Black filing cabinets:** Most/if not all scoring forms are in there along with some paper assessments. Extra forms are in there as well as the short tan cabinet across from them.
  + **Tan cabinet**: extra forms extra pieces of assessment (Peabody, BOT, Bayley, SIPT..), on top of this cabinet are binders of journal articles (potentially to be moved to empty black file box), and sign out book.
  + **Black Box:** assessments/resources
  + **Other Shelves**: peds equipment (see pictures for organization and document in assessment library folder of contents of each)
  + **Front room**- phys dys equipment (shelving units to come hopefully!!!)
  + **Hallway Cabinets**
    - **1-**developmental tools
    - **2**-majority of peds toolsIncluding Visual-Perceptual and Handwriting (1st Shelf), Interests and Engagement (2nd shelf), Autism-specific (3rd shelf), Infant/Toddler/Pre-school Assessments (3rd, 4th & 5th shelves)
    - **3-** peds tool overflow
    - **4**- Various Resources (1st Shelf), Pre-School/School Specific (2nd shelf), Behavioral, Environmental, Various Vision/Phys Dys Assessments (3rd shelf)
    - **5**- mostly psychosocial
    - **6**- Geriatric and physical dysfunction tools
* **What to do first.**
  + Figure out your hours for the semester and post them on the board and once school starts have Ms. Worley send it out to the students and staff.
  + Spend time and go through the cabinets and familiarize yourself with where things are. (this may seem silly/repetitive, but this will help you learn where things are and make doing the inventory easier)
  + Do the inventory and update as needed
    - Feel free to move things around; I reorganized them in a way that made sense to me. You can get a label maker from the office to update/add labels. I did this in the spring so it shouldn’t be too bad).
  + Make sure we aren’t low on any forms.
    - You need to periodically check this because it can sneak up on you.
  + Go through and make sure all parts of the assessments are there
    - Denver, Peabody, Bayley, BOT-2 (there is one balance beam missing), Rivermead, BADS, BADS-C, M-FUN-PS
  + Print out and update any lists
    - Inventory
    - Measurement Tool Matrix
    - Cabinet lists
    - Assessments by Location for folder on side of filing cabinet
* **Signing out of tools**

***The book is super important! You will forget if someone brought it in/took it out if it is not in the book, especially when the hordes of students come.***

* + Can keep for one week
  + Have them fill out all box in book
  + Check assessments that they have all parts
  + Forms- I usually open the filing cabinet and give them all possible forms they might need, and tell them to return all the ones they do not need/use
  + The white binder on the desk has count forms.
    - Fill these out with the student anytime they sign out a tool that has multiple parts. Save and use to check back in.
  + After a week, send reminder emails for students to return tools. Continue until they return the tool. Able to resign assessments out for another week, but students must check in with you and write in the book.
  + If all copies of a tool are signed out:
    - get email/name of student wanting the assessment (creation of a waitlist)
    - email all who have out the tool requesting to be brought back.
    - Notify waitlist student when assessment comes back in.
  + If tools/assessments are lost, student will be charged the cost of the item to their account. Let Dr. Jozkowski and their professor know of the situation.
  + If tools/assessments are not turned in by end of the semester, grades are withheld and student is charged the replacement cost of the tool.
* **To order new forms**
  + Find online.
  + Send name of tool and parts/forms, ID/item #, cost, how many needed/quantity they come in (i.e. pkg of 25), and the link to Dr. Jozkowski
  + There are some documents in the Assessment Library Folder of ordering information from the past year that you can use as a guide/template of what to include.
* **Things to do:**
  + Print off inventories/lists
  + Move all journal articles to empty black box
  + Update Tool matrix (add tools)

I think is everything you should know to start off! It can get hectic, especially when hordes of students come in at once. You can do whatever makes sense for you, but I would just have them get in a line and help each one at a time. And people will try to return tools or ask for favors when you are not working, but just be firm and stick to your guns. Good luck!