

Notes for K. Sullivan Video Checkout System

These documents are provided courtesy of Kevin Sullivan at Cleveland School in the Santa Barbara School District. The documents are sets of "library cards" to identify each of the ***In English On Your Own*** videos when you lend them to students. Here are Kevin Sullivan's suggestions for using them:

Before we begin lending the *In English* videos to our students, we set up the following system.

1. We run the cards on card stock that is color coordinated with the color of each unit: Unit 1/red, Unit 2/green, Unit 3/blue, Unit 4/yellow. We laminate the cards to add to their life. The card pages have marks that serve as guides when you cut them into individual cards on the paper cutter. The cards in the attached documents are set up for 20 student videos (A-T) and one teacher video.
2. Inside each video plastic case, we stick a self adhesive book pocket to hold the ID cards. We buy these pockets at Demco Inc. in Madison, Wisconsin. Their toll-free number is (800) 356-8394. The item number is 125-4550 and a box of 500 costs \$19.99).
3. When we place the ID card in the pocket, we mark both the video and the pocket with the ID letter on the card, so each item corresponds with the others.
4. We create a big bulletin-board sized wall hanging that has one pocket for each student. Put additional pockets on for incoming students. Tear off the pocket of students who drop and add new pockets as needed.
5. As we start lending the videos, we show students how to pick up their video, open the case, pull out the ID card from the pocket in the case, and place it in the pocket under their name on the bulletin board.
6. When they return the video, the process is reversed. They insert the card back into the pocket in the video case and return the video to the shelf.

This process saves me lots of time in the classroom because I don't have to distribute or pick up the videos, record the names or ID numbers, or worry about who is present or absent.

At any time, we know which student has which level video out, and we know the ID of that video (A through T). Once students learn the process, it is very easy to manage and places responsibility with each student for helping keep track of the videos.

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