Storytime-To-Go Weekly Procedure

One week prior to storytime:

* Check-out kit.
* Prepare for storytime.

Day of scheduled storytime:

* Lead storytime at your regular site.
* Return to library
	+ Check-in Kit
	+ Fill out program report
	+ Fill out time sheet
	+ Check-out new kit
	+ Go home happy knowing you are helping children in your community!

For *planned absences* please try to provide me with at least two weeks’ notice. I will attempt to find a substitute for you. For *unplanned absences* please contact your site provider directly and let them know that you will be unable to lead storytime that day. Please leave me a message on the Downtown number also.

Please feel free to contact me with any questions or concerns you may have. Below is my work schedule and contact information. My cell phone number is (541)914-6861 for emergencies and my email is shauna.l.dyer@ci.eugene.or.us.

Downtown Library (541)682-2300

* Monday 8:30am-2:00pm
* Wednesday 8:30am-3:00pm
* Friday 8:00am-10:30am

Sheldon Branch (541)682-5778

* Monday 3:00pm-8:00pm
* Tuesday 9:00am-2:00pm
* Thursday 9:00am-2:00pm
* Friday 11:00am-6:00pm

One last **thank you** for your commitment to helping children get ready to read. You are truly doing an important job with lasting impact.