

PRIME TIME FAMILY READING TIME
Favorites Series Inventory Sheet

Unpacking Your Books

1. Your shipment includes a completed inventory checklist. This checklist was completed by the person who sent the books to you.
*Note --checked items indicate that a particular title was packed in your box
2. Unpack your books and confirm that you have received all the checked materials. Also, please take note of any books that are badly damaged, and contact the PRIME TIME staff with titles/number of damaged books.
3. A blank inventory checklist should also be included along with your shipment. Please make two (2) copies of the blank checklist (along with this instruction sheet). One is to be used by you as you pack the books for the next site, and the other is for use at the next site.

Repacking Your Books

****Note: the LEH can only cover up to \$75.00 of shipping costs, and sites are expected to pay the balance. To minimize such costs we encourage coordinators to make other arrangements (i.e., inter-library mailing systems, vehicular pick-ups/drop-offs, etc.) wherever possible.***

1. Be sure to pack a completed inventory checklist and a blank checklist for the next site. Also, please take note of any books that are badly damaged, and contact the PRIME TIME staff with titles/number of damaged books before shipping to the next site.
2. When preparing a shipment to send to the LEH or another site, please do all that is possible to protect the books during the shipping process. Use whatever padding is available to provide cushion. **Also, boxes should not weigh more than 45 lbs. both for handling purposes and to avoid surcharges.**
3. Please fax a copy of the completed inventory sheet to the LEH prior to sending the books to the next site. This helps us to track of the content and condition of each set of books as they move from site to site. **Send faxes to the attention of Shantrell Adams (504) 529-2358.**

***Please call Shantrell @ (504) 620-2625 with any questions or concerns regarding book shipments.**

THANK YOU!

Favorites Series (PRIME TIME 1)

Site Name: _____

Program Coordinator or Community Organizer Name: _____

Circle One: Fall/Spring 20_____

Session 1: Introduction
No Books

Session 2: Fairness
_____ *The True Story of the Three Little Pigs*
_____ *Why Mosquitoes Buzz in People's Ears*
_____ *Alexander and the Terrible, Horrible...*

Session 3: Greed
_____ *The Talking Eggs*
_____ *Mufaro's Beautiful Daughters*
_____ *Anansi and the Moss-Covered Rock*

Session 4: Courage
_____ *Lon Po Po*
_____ *Where the Wild Things Are*
_____ *Abiyoyo*

Session 5: Dreams
_____ *Fanny's Dream*
_____ *Amazing Grace*
_____ *Wagon Wheels*

Session 6: Cleverness
_____ *Flossie and the Fox*
_____ *The Monkey and the Crocodile*
_____ *Dr. DeSoto*

Session 7: Coping
_____ *Ira Sleeps Over*
_____ *Everett Anderson's Goodbye*
_____ *The Giving Tree*

Session 8: Determination
_____ *Follow the Drinking Gourd*
_____ *The Dancing Man*
_____ *The Empty Pot*

*Notes:

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FOR LEH USE ONLY:

Minus _____ books of 405 (6 week set) or 567 (8 week set); _____% recovered
Circle One

from _____ at _____
Previous Site's Program Coordinator or Community Organizer Previous Site Name

from _____ at _____
Previous Site's Program Coordinator or Community Organizer Previous Site Name