

**PRIME TIME FAMILY READING TIME**  
**Bilingual *Onward & Upward* 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!**

# Bilingual Onward & Upward Series (PRIME TIME 3B)

Site Name: \_\_\_\_\_

Program Coordinator or Community Organizer Name: \_\_\_\_\_

Circle One: Fall/Spring 20\_\_\_\_\_

**Session 1: Introduction**  
*No Books*

**Session 2: Responsibility**  
\_\_\_\_\_ *Dña Flor/ Dña Flor*  
\_\_\_\_\_ *The Crab Man/*  
*El Hombre de los Cangrejos*

**Session 3: Ingenuity**  
\_\_\_\_\_ *The Widow's Broom/*  
*La Escoba de la Viuda*  
\_\_\_\_\_ *The Old Man and His Door/*  
*El Viejo y Su Puerta*

**Session 4: Kinship**  
\_\_\_\_\_ *Ruby's Wish/ El Deseo de Ruby*  
\_\_\_\_\_ *Too Many Tamales/*  
*iQué Montón de Tamales!*

**Session 5: Loyalty**  
\_\_\_\_\_ *Tomás and the Library Lady/*  
*Tomás y la señora de la biblioteca*  
\_\_\_\_\_ *Wilfred Gordon McDonald Partridge/*  
*Guillermo Jorge Manuel José*

**Session 6: Compassion**  
\_\_\_\_\_ *The Upside Down Boy/*  
*El Niño de Cabeza*  
\_\_\_\_\_ *Miss Rumphius/Señorita Runfio*

\*Notes:

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**FOR LEH USE ONLY:**

Minus \_\_\_\_\_ books of 486 (6 week set); \_\_\_\_\_ % recovered

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