

## **PRIME TIME FAMILY READING TIME**

### ***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!**

# Onward & Upward Series (PRIME TIME 3)

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

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

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

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

**All Sessions**  
\_\_\_\_\_ *Sing a Song of Popcorn*

**Session 2: Responsibility**  
\_\_\_\_\_ *Down the Road*  
\_\_\_\_\_ *Heckedy Peg*  
\_\_\_\_\_ *Nutik, the Wolf Pup*

**Session 3: Ingenuity**  
\_\_\_\_\_ *Who's in Rabbit's House*  
\_\_\_\_\_ *The Widow's Broom*  
\_\_\_\_\_ *The Eagle and the Wren*

**Session 4: Individuality**  
\_\_\_\_\_ *Odd Velvet*  
\_\_\_\_\_ *The Big Orange Splot*  
\_\_\_\_\_ *Swamp Angel*

**Session 5: Kinship**  
\_\_\_\_\_ *The Black Snowman*  
\_\_\_\_\_ *My Rotten Redheaded Older Brother*  
\_\_\_\_\_ *The Rough-Face Girl*

**Session 6: Sacrifice**  
\_\_\_\_\_ *The Tale of the Mandarin Ducks*  
\_\_\_\_\_ *The Story of Jumping Mouse*  
\_\_\_\_\_ *Why the Sky is Far Away*

**Session 7: Loyalty**  
\_\_\_\_\_ *The Faithful Friend*  
\_\_\_\_\_ *Tomas and the Library Lady*  
\_\_\_\_\_ *Wilfred Gordon McDonald Partridge*

**Session 8: Compassion**  
\_\_\_\_\_ *Lord of the Cranes*  
\_\_\_\_\_ *Miss Rumphius*  
\_\_\_\_\_ *The Silver Cow*

\*Notes:

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**FOR LEH USE ONLY:**

Minus \_\_\_\_\_ books of 351 (6 week set) or 513 (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