

## TALKING CANVAS

### PROCEDURES FOR CHECKING OUT FOLDERS, PRINTS, VIDEOS & BOOKS

- 1) All materials are located in the work room cabinets on the South wall. Our prints are arranged by grade level on storage shelves. The folders, videos, books, etc. are stored in large plastic bins. Everything should be marked **“Property of St. Francis Talking Canvas”**.
- 2) Please use the check out sheets each time you remove anything from the work room. **This is very important.** Please remember to return the folders as soon as you are done with them in the classroom because someone else will need it to plan for the following month. The print should be left in the classroom until the end of the month. Please remember to retrieve it and cross your name off the sign out sheet when you return it to the storage room.
- 3) We have several books to utilize. Some are located in the specific artist’s folder and some are more general and are located in the boxes. **PLEASE check them out and leave them in the classroom for the students to enjoy.** We have spent a lot of money on our materials and they are underutilized! Please remember to retrieve them as well at the end of the month.
- 4) There are several videos and one for every grade level. Since they are approximately 30 minutes long, you may want to arrange with the classroom teacher for her to present the video on her own time so as not to take up your presentation time. Perhaps the students could view it during a class party or something. Please be sure to either sign out the video yourself or show the classroom teacher how to do it.
- 5) Our art teachers, have graciously agreed to allow us to borrow a few supplies from them. (Brushes, paper, paint, paint shirts etc.) They need 2 weeks notice if you are going to borrow anything. This way they can plan ahead and as some supplies are limited, they will know if the supply will be available. Please make arrangements in advance to pick the materials up at a time when it will not disrupt art classtime and please return materials in the same condition as they were given to you.