

**MEMORANDUM**

TO: Principals and Media Specialists  
FROM: George Williams  
DATE: May 11, 2005  
SUBJECT: Library Books, Materials and Equipment Inventory

Please complete inventory and return one copy to me. Give one copy to your principal for school summary report and keep one copy for your files.

**BOOK INVENTORY:**

REF Reference \_\_\_\_\_  
000 General Works \_\_\_\_\_  
100 Philosophy \_\_\_\_\_  
200 Religion \_\_\_\_\_  
300 Social Science \_\_\_\_\_  
400 Language \_\_\_\_\_  
500 Pure Science \_\_\_\_\_  
600 Applied Science \_\_\_\_\_  
700 Fine Arts \_\_\_\_\_  
800 Literature \_\_\_\_\_  
900 History \_\_\_\_\_  
92/B Biography \_\_\_\_\_  
Easy \_\_\_\_\_  
Fiction \_\_\_\_\_  
Story Collection \_\_\_\_\_  
    Total Fiction \_\_\_\_\_  
Teacher/Professional \_\_\_\_\_  
Unprocessed \_\_\_\_\_  
  
TOTAL NUMBER  
OF BOOKS \_\_\_\_\_

**MATERIALS INVENTORY:**

Magazines/Newspapers \_\_\_\_\_  
A/V Materials \_\_\_\_\_  
Computer Software \_\_\_\_\_  
    Mac \_\_\_\_\_  
    DOS/WIN \_\_\_\_\_  
TOTAL MATERIALS \_\_\_\_\_

**EQUIPMENT INVENTORY:**

TV Receivers \_\_\_\_\_  
    Channel One \_\_\_\_\_  
    Other \_\_\_\_\_  
    Total Receivers \_\_\_\_\_  
Video Players/Recorders \_\_\_\_\_  
Other A/V Equipment \_\_\_\_\_  
Microcomputers (all) \_\_\_\_\_  
    Apple \_\_\_\_\_ Mac \_\_\_\_\_  
    DOS/WIN Compatible \_\_\_\_\_ Other \_\_\_\_\_

TOTAL NUMBER OF  
A/V EQUIPMENT \_\_\_\_\_

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Signature of Media Specialist

\_\_\_\_\_  
Date