**Classroom Library Set up Checklist**

* Are the materials accessible to the students? Not too high or too low?
* Are the books categorized and arranged in a logical and clear manner: authors, genre, themes, series, topics, new books, read-alouds, award winners, etc.?
* Is there easy-to-read and highly visible signage to aid the students in finding materials?
* Does the organization and signage invite browsing and use?
* Are most of the books arranged with their covers facing outward?
* Does the organization promote the reading of different genres, authors, and types of materials?
* Is there a display area to highlight books and other materials and are the displays changed frequently?
* Is there a management system for checking out materials and monitoring their return?
* Is the classroom library weeded of old, tattered, and worn books on a regular basis?
* Is the classroom library located in one area of the room or are the reading materials and reading areas dispersed throughout the room?
* Are the reading areas defined with rugs or furniture arrangements?
* Is there an area set aside for quiet reading?
* Does the quiet reading area provide alternative seating: beanbag pillows, soft cushions, rocking or easy chair, sofa, loft, etc.?
* Are the students encouraged to use the classroom library throughout the school day?
* Are students provided chunks of time to read for a variety of purposes throughout the school day: for pleasure, for information, to perform a task, etc.