

## Prop Check-out/Check-in Procedure

1. When developing your lesson plan, decide what kinds of props would be useful for hands-on activities.
2. Look over the prop list for potentially useful props to incorporate into your lesson and then familiarize yourself with the props you plan to check out. (We strongly encourage you to design and build your own props! If you can, involve the students in the building of models during the lesson. Check with staff to see what supplies are already in the prop closet for you to use.)
3. Fully prepare a lesson plan and present it to your GSI during office hours with the entire team at least TWO WEEKS before you plan on teaching.
4. If the GSI approves your lesson, she will sign your prop reservation form. Make a copy of the signed prop reservation form and turn in the hard copy to Jill Marchant's box in 3060 VLSB at least TWO WEEKS before you plan on teaching.

**LATE PROP RESERVATIONS WILL NOT BE ACCOMMODATED. NO EXCEPTIONS.** We request that you reserve early so that if a particular prop is unavailable on the day of your lesson, you can adjust your lesson plan or change your teaching date.

**SUBMIT ONE PROP RESERVATION FORM FOR EACH DAY YOU TEACH.**

(Download forms at <http://ib.berkeley.edu/courses/ib133>. Extra hard copies of the form are available outside 3034 VLSB and near the IB 133 bulletin board across from 5120 VLSB.)

- a. Make sure to include Team Number; Captain's Name, Phone Number, and Student ID Number; Dates you will be teaching; and DATE you will check out the props.
  - b. KEEP A COPY of the reservation form for your records.
  - c. **GSI will contact the Team Captain if a requested prop is unavailable.** (You will not hear from the GSI otherwise.)
5. **CHECK-OUT:** Arrive ON TIME (yours may not be the only group waiting!) during your appointed day and time to the prop room (**3034 VLSB**) with a COPY of your Prop Reservation Form and Student ID Card to pick up the props.
- a. If no staff member is in the prop room, then check the door for notes addressed to your group number. If nothing is there, see **Jill Marchant** or **Liza Ray** in room **3018 VLSB** during scheduled check-in/check-out times only.
  - b. The staff will double-check your reservation form against the GSI's records for the props you have reserved. They will double-check your contact info and Student ID card.
  - c. Confirm the day and time the props are due back. All checkouts are due the following day unless you are using the same props for two consecutive days.

- d. Collect your props from **3034 VLSB**: Empty cardboard boxes are provided for carrying the props and white plastic buckets are available for preserved specimens. **You are responsible for finding and packing up the specimens!!**
- e. You may use a department utility cart to carry props to and from your car. Please return the cart to Glenn/Jill/Liza after each use so we don't lose it! Parking passes are not available, so make sure to leave someone with the car to avoid tickets.

**NOTES:** Our human bones are both fragile and irreplaceable. They must be handled with extreme care. Do NOT allow the school students to handle them!

**The preserved specimens we have are to be used as demonstrations ONLY. Do NOT dissect them!** Keep the specimens moist at all times, and use disposable gloves whenever you or the school students touch them. Remember to take enough gloves for you, the teacher, and the students. Use the gloves efficiently and return any unused ones! Support the bottom of the specimen container and secure the lid when moving it.

Viewing pans, disposable gloves (sm, med, lg), wood applicator sticks, and cheesecloth are available in 3034 VLSB.

Dissecting kits are available for use with any organs that you purchase.

- 6. **CHECK-IN:** Arrive ON TIME during your appointed day to the prop room (**3034 VLSB**).
  - a. Return **cleaned** items to their respective shelves with the **labels facing out** so that they are easily located.
  - b. **Wash and wipe dry** white plastic paint buckets, trays, and dissection kits. Return any unused supplies (gloves, sticks, etc.) to the prop room as well.

#### CHECK-OUT/CHECK-IN TIMES (3034 VLSB):

|               | Return           | Pick up         |
|---------------|------------------|-----------------|
| Monday-Friday | 10:00AM-11:00 AM | 11:00AM-12:00PM |

\*\*\*Please arrive promptly to allow enough time for packing up/cleaning off the specimens. You may not be the only group in line for props that day!  
It is critical that you return the **cleaned** props ON TIME (**within the posted one hour return period**) so that the next group is not delayed.

**IMPORTANT:** The above requirements allow us to keep track of the props and to share them with everyone who needs them, so your cooperation is very important and appreciated.

Any group that does not adhere to the above procedures (by returning materials late or unclean, by making a mess of the prop room, etc.) will forfeit prop privileges for the rest of the semester.