



Shared Textbook Handoff

DECISION MAKING · TWO COLUMNS

Henry slides a heavy biology textbook onto the shared cart, then notices a folded review sheet still tucked behind the index. The same book number is used by a morning class and an afternoon class, with a checkout slip in the front pocket. His teacher had asked helpers to check the front pocket, wipe the cover, and then return each book to the cart. Henry returned this one first, so the afternoon class may pick it up before the pocket has been checked. The cart is already lined up near the doorway, and several identical blue covers make the book hard to spot. He needs a response that fixes the sequence without slowing the handoff for the next class.

Sort the responses by whether they would work for Henry’s situation.

WORKS	DOESN'T WORK

- 1. Pull the book back, check the front pocket, then return it to the same cart spot.
- 2. Tell the teacher the book was returned before the pocket check was finished.
- 3. Check the book number on the checkout slip before moving any other copies.
- 4. Leave the folded sheet inside because the book is already on the cart.
- 5. Grab a different blue textbook and check that one instead.
- 6. Wipe the cover again but skip the front pocket.

Think about it: What changes when a shared item is returned before its check is finished?