

## **SERVICE TO ELMHURST SCHOOLS**

The purpose of the School Services Policy is to provide Library materials and selected programming to students and teachers at schools within the city limits of Elmhurst. This is based on our vision of providing support and resources to access information for work and learning and to develop a love of reading. The student's school serves as the principal source of curriculum-related information. The Library's role is secondary and complementary as a provider of curriculum support for Elmhurst schools. In addition, these services encourage school/public library cooperation and enhance student learning outside the classroom.

The Elmhurst Public Library provides materials and services to the following schools:

Bryan Middle School  
 Churchville Middle School  
 Conrad Fischer School  
 Edison School  
 Emerson School  
 Field School  
 Hawthorne School  
 Immaculate Conception Schools (Grades K-12)  
 Immanuel Lutheran School (Grades K-8)

Jackson School  
 Jefferson School  
 Lincoln School  
 Madison School  
 Salt Creek School  
 Sandburg Middle School  
 Timothy Christian Schools (Grades K-12)  
 Visitation School (Grades K-8)  
 York Community High School

The Library and the school district or individual school will execute an Agreement of Service. This agreement will outline the commitment each party has made to establish and maintain the program in areas such as financial responsibility and supervision of students. In each case, an acceptable level of reciprocation must be determined.

### **Services**

Arrangements for the following services for elementary schools should be made with the School Services Librarian in the Kids' Library, services for middle schools should be arranged with the Middle School Services Librarian in the Kids' Library, and services for the high schools should be arranged with the Teen Librarian in the Adult Services Department.

### **Classroom Collections**

Deposit collections for classroom use will be selected on request. Generally, collections are limited to one book per student. Depending on the availability of materials, staff may reduce or extend this limit. The schools are responsible for pick-up and return of the materials.

### **Classroom Visits**

As scheduling allows, teachers may arrange for a program for their classroom either at the Library or at the school. The classroom teacher may select from a variety of programs including:

- Library tour highlighting current services and collections
- student research at the library on pre-arranged topics
- pre-selected literature based programs (examples include storytelling or booktalks appropriate for grade level, folklore, puppetry)

Library staff will schedule visits on a first-come/first-served basis at the elementary/middle school level (Grades K-8) and a maximum of four visits per month at the high school level (Grades 9-12).

#### **Teacher Orientations/In-Service Training Workshops**

Depending on staff availability, teacher orientation sessions or in-service training workshops on topics related to library services and materials will be provided at the library or individual schools.

#### **Bibliographies and Pathfinders**

Library staff regularly prepares pathfinders and bibliographies of Library materials on curriculum-related topics. Bibliographies on requested topics may be prepared at the discretion of the librarian depending upon usefulness to other Library patrons. The Library will supply books listed on the schools' required reading lists, as the budget allows. Library staff is available to coordinate with the schools to create lists for required reading assignments.

#### **Teacher Borrowing Privileges**

Teacher Borrowing Privileges will be provided to personnel designated by their respective school or district. This entitles teachers to classroom collections and extended loan of circulating materials, subject to their availability. The names of teachers with borrowing privileges are kept on file at the Library, these privileges may be used only to check out materials for classroom use.

#### **Assignment Alerts**

The Elmhurst Public Library will offer a variety of means (e.g. email, instant messaging, fax, phone, web site) to notify staff of major assignments. To the extent possible, relevant materials will be held on a reserve shelf to ensure that all students have access to them. The Kids' Library will make available the books on each year's list of nominees for the Rebecca Caudill, Bluestem, and Monarch Awards.

#### **Displays/Exhibits**

As scheduling and space allow, schools may exhibit the work of students in the Library.

#### **Interlibrary Loan and Reserves**

Teachers must ask their school librarian for the interlibrary loan of materials for instructional use to borrow materials from libraries other than Elmhurst Public Library. Materials owned by the Elmhurst Public Library may be placed on hold by contacting one of the Library's School Services Librarians.