

## 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 and preschools 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 school's serve as the principal source of literacy and curriculum-related information. The Library's role is secondary and complementary as a provider of literacy and curriculum support for Elmhurst schools. In addition, these services encourage school/public library cooperation and enhance student learning outside the classroom.

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.

### **Classroom Collections**

Deposit collections for classroom use will be selected on request. The schools are responsible for pick-up and return of the materials.

### **Visits and Training**

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 book talks appropriate for grade level, folklore, puppetry)
- Technology resources and programs

Library staff will schedule visits on a first-come/first-served basis.

### **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 staff members with borrowing privileges are kept on file at the Library, these privileges may be used only to check out materials for classroom use.

### **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.