

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)
- Technology resources and programs

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~~ 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.

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.

EMERGENCY CLOSINGS

The Elmhurst Public Library is a public service organization and will make every reasonable effort to remain open during posted hours. Should a special situation develop which would, in the opinion of the Library Director, endanger the safety of the patrons or staff, the Director has the authority to close. The Director also has the authority to close the building due to outages that affect the normal operations of the building (i.e. electrical outages or heating and cooling problems.)

If the Director is unavailable, the decision rests with the Assistant Director and then with the staff member designated as the person-in-charge. In the event of any closing the Board President should be notified.

If the Library is closed for unusual circumstances, salaried employees will receive compensation for the time they would normally have been scheduled to work. Hourly employees will also be paid for the hours they are scheduled to work on the day of the closing. ~~Hourly employees who are working at the time of an emergency closing will be paid for a maximum of four hours of downtime or until the end of their shifts, whichever comes first.~~ (NOTE: Employees will not receive compensation for emergency closings if the closings occur on their normally scheduled day off, during vacation or illness.)

