



## **SERVICE TO ELMHURST SCHOOLS**

The purpose of School Services is to provide Library materials and programs to schools and preschools within the city limits of Elmhurst with the aim of complementing school curriculum and enhancing student learning. At the start of each new school year, the Library and the school district or individual school will execute an Agreement of Service which will outline the commitment of each party.

### **Classroom Collections**

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

### **Teacher Borrowing Privileges**

Teacher Borrowing Privileges will be extended to personnel designated by their respective school or district, with the names of teachers with borrowing privileges kept on file at the Library. This privilege grants teachers access to classroom collections and allows for extended loan of Elmhurst Library materials for classroom use. Teachers may place Elmhurst Library materials on hold by contacting one of the Library's School Services staff.

### **Classroom Visits and Field Trips**

As scheduling allows, teachers may arrange for a program at the school or plan for a field trip to the Library. Library staff will schedule visits on a first-come, first-served basis.