

## **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 in our role as an "Education Support Center." 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 promote books and reading.

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
- 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 and middle schools should be made with the School Services Librarian in the Kids' Library, and services for the high schools should be arranged with the High School Liaison 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 not to exceed 35 books. 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.

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### **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.

### **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, and 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. fax, phone, e-mail, 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.

### **Displays/Exhibits**

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

### **Interlibrary Loan**

School personnel should contact their school librarian for the interlibrary loan of materials for instructional use.