

POLICY

Category: Services

Number: D.5

Title: **Teacher Services Policy**

Effective Date: August 3, 2006

Authorized By: CFL Board of Trustees

Last Revision or Review: New

The Cudahy Family Library, in an effort to partner with other educators in our community, offers a variety of services to local teachers. Local teachers are defined as adults working with students in Cudahy day care centers or Cudahy school settings, including public, parochial, preschool, home school, or private schools. The services available to teachers include: school/nursing home/day care center library cards, classroom collections, Library visits, classroom visits, assignment collections at the Library, CountyCat (on-line library catalog) orientation, and Library display space.

School/Nursing Home/Day Care Center Library Cards

Any teacher who teaches in a Cudahy school, public, private or home school, may apply for a School/Nursing Home/Day Care Center library card. Applicants for this card must have the registration form signed by the principal, director, or officer of the educational entity. These cards are issued for one year and are kept on file at the Cudahy Family Library's Circulation Desk. The materials checked out on these cards are exclusively for classroom use; library materials for personal use must be checked out on an individual borrower library card. The teacher card is also only for Cudahy owned materials; materials from other public libraries in Milwaukee County may not be checked out on this card.

All materials on a School/Nursing Home/Day Care Center library card may be checked out for six weeks. Teachers are not charged fines on overdue materials, but they are held responsible for replacing lost or damaged materials. Teachers with overdue materials may be denied further services.

Classroom Collections

The Cudahy Family Library offers classroom collections to supplement and enhance the resources of the school and classroom library. Library staff will prepare collections of books according to the teacher's needs for specific reading or age levels, subject areas, or general browsing interest. There is no limit to the number of items in a classroom collection, but it may be necessary for the Librarian to restrict the number of items checked out in certain subject areas. Teachers should allow three to five days for their collection to be gathered. The loan period for classroom collections is six weeks.

To request a classroom collection, contact the Youth Services Librarian. The Librarian will need to know the subject matter, grade or age level, and the number of materials needed. Teachers are also encouraged to visit the Library to select their own collections.

Classroom collections for the Cudahy Public Schools may be sent through the School's delivery system.

Library Visits

The Cudahy Family Library welcomes visits by classes and groups. There are three types of visits: the drop-in visit, the scheduled visit, and the library program visit.

Drop-In Visit: Classes and groups may visit the Library at any time to browse and check out materials, to use the Children's Room computers, and to enjoy the Children's Room. Teachers must remain with the students at all times.

Scheduled Visit: To schedule a visit to the Library, please contact the Youth Services Librarian at least two weeks in advance of the preferred date. The following information will help in planning the visit: date and time, visit duration, school/group name, contact teacher's name and phone number, size and grade(s) of class or group.

Scheduled Library visits are generally 30 minutes to one hour in length and may include a department tour, story time, basic library skills instruction, and/or time to browse materials and check out materials. The Librarian will incorporate particular topics, if requested. Teachers must remain with the students at all times.

If teachers would like their students to get a library card during the class visit, they must obtain the applications in advance. Completed applications with parent or guardian signatures must be returned to the Library no later than 3 days prior to the visit. The Cudahy Family Library's circulation policy now requires all applicants under 15 years of age to have a photo taken by the Library for their patron records. During the class visit, children whose parents or guardians check the permission box on the application will have their photos taken at the Circulation Desk. Parents or guardians who choose not to allow the child's photo to be taken will be responsible for accompanying the child to the Library when he or she checks out materials, including accompanying the child on the day of the class visit. Applications brought in on the day of the class visit may not be able to be processed during the visit.

Library Program: Teachers who wish to bring a class or group to a Library program open to the public should call the Library and inform them of their intention.

Classroom Visits

The Youth Services Librarian and other staff members are available to make visits to local classrooms for a story time, library instruction, or special events. Requests for a classroom visit should be made at least two weeks in advance, and availability is dependent on Library staff schedules.

Library staff are also available for PTO meetings, faculty in-service days, open houses, or any event where the promotion of library services is appropriate.

Assignment Collections at the Library

The Reference Department can create a reserve shelf of materials on a given subject for use in the Cudahy Family Library by a teacher's class. This service allows the Library to have resource materials for an assignment available for all the students who need to do the research. Teachers should request the materials for the reserve shelf at least one week in advance of the assignment. Requests for the assignment collection should be given to the Youth Services Librarian or the Reference Desk. The Librarian will need to know the scope of the project, the grade level, any restrictions on types of resources, and the date the assignment is due.

CountyCat Orientation

The Cudahy Family Library's online card catalog is called the CountyCat. Librarians are always available to help teachers develop a working knowledge of this computer catalog and its special features. Orientation sessions can be scheduled by contacting the Youth Services Librarian or the Library's Reference Desk.

Library Display Space

The Cudahy Family Library on occasion will display artwork or science fair projects from local schools if space is available. To make arrangements for a display, contact the Youth Services Librarian or the Library Director.