

TEACHER'S COLLECTIONS FROM WRIGHT LIBRARY

REQUESTS FOR COLLECTIONS

We are glad to fill requests for collections tailored to your classroom needs. Please contact the Children's Department as far in advance as possible. It usually takes several days to do a careful job of selecting materials for you, especially when more than 50 items are needed. Requests may be made in person, by phone, or by fax.

We will always do our best to meet your schedule, but we cannot guarantee to have collections ready on short notice.

CHECK-OUT PROCEDURES

We will notify you as soon as your collection is ready. Please wait for our phone call before coming to pick up the materials. Also note that your collection is checked out on the day we contact you, so any delay in picking up your materials means less time before they are due back.

If a collection is not picked up within five days after you are notified, the items will be reshelved. If there is an unavoidable delay, please call to arrange for an extension.

Materials will be checked out on your personal Wright Library card. If you request materials by phone, we will need your library card's barcode number.

If you prefer to make your own selections, please bring your collection to the check-out desk and begin the check-out process before 7:30 p.m. Monday through Thursday, 5:30 p.m. on Friday, and 4:30 p.m. on weekends.

RETURNING YOUR COLLECTION

Please return your collection to the check-out desk.

ACCESS TO WRIGHT LIBRARY'S CATALOG

The catalog of materials owned by Wright Library is available at the library's web site, www.wrightlibrary.org.

LOAN PERIODS

The loan period is six weeks for books, audio cassettes, CDs, and filmstrips, and two weeks for videos and DVDs.

RENEWING YOUR COLLECTION

Your collection can be renewed once for three additional weeks. You may renew online, by phone, or in person at the check-out desk. Items on hold for another patron cannot be renewed.

OVERDUE MATERIALS/FINES

Materials not returned or renewed by the due date are overdue and accumulate fines - \$1 per day for videos/DVDs and 10 cents per day for all other materials. Fines are charged to your library card. Please keep in mind that library policy is that any items that are late, damaged, or lost will be fined, and that fines will not be waived. Fines/fees that have accumulated to \$10 on your account must be paid in full before more materials can be borrowed.

LIMITATIONS AND EXCEPTIONS

No one may borrow all the books on a single topic. Upon request we will gladly reserve books on any topic for in-library use so that your students are guaranteed access to them.

Holiday books are very popular. During the six weeks before a holiday, limitations apply.

KEEPING TRACK OF WHAT YOU'VE BORROWED

A list of the materials you have borrowed will be included with your collection. You may also print a list of all items you have on loan at any catalog terminal in the library or through the library's web site.

MORE TEACHERS' SERVICES

BOOK TALKS AND STORY PROGRAMS

We are happy to provide book talks or story programs tailored for your students either at the library or in your classroom.

LIBRARY TOURS

Tours of Wright Library for any age group – or for teachers – may be arranged upon request. Please schedule tours and other programs as far in advance as possible and provide alternative dates.

WORKSHOPS FOR STUDENTS OR TEACHERS

Instructional sessions may be arranged that focus on various areas of library use. Such workshops might include:

- Using the Library Catalog
- Finding What You Need in the Library
- How to Use the Library's Electronic Research Databases (to find magazine and journal articles online)
- Introduction to Searching the Internet

TEACHER ASSIGNMENTS

When you assign work that requires library research, we will reserve books for in-library use so students are guaranteed access to them. We can also help in these ways:

- With 3 days notice (longer is preferable), materials currently on the shelves may be reserved for in-library use.
- With 3 weeks notice, materials currently out on loan will be "held" so they can be put on reserve when returned. (Does not apply if other patrons are already waiting for an item.)
- With 8 weeks notice, new materials may be ordered if the library has nothing on the topic, if funds are available, and if the materials conform to our collection development policy.

NEW MATERIALS

Requests for specific new materials may be made by filling out a Suggestion for Purchase form available at Wright Library. Please note on the form that your request is for supplemental curriculum material and note the age group for whom the request is made.

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