



Monday – Thursday 9-9 Friday 9-6
Saturday 9-5 Sunday 1-5
167 E. Main Street, Ravenna, OH 44266
330.296.2827 Ext. 300
Fax 330.296.3780 www.reedlibrary.org

BLAST
Bringing Libraries and Schools Together
Services provided by Reed Memorial Library Children’s Department

Teacher Loan Card Policy

Application

- Teachers must present a letter from your employer on their letterhead stating you are a teacher of a school OR
- If you are homeschooling, provide a copy of a receipt for the curriculum you have purchased and a letter for approval from the school district in which you live (on their letterhead).
- Have a regular library card, in good standing, at any Portage County Library.

Loan Policies

- Limit of 75 items checked out at one time
- 6 weeks (non-renewable)
- Teacher is responsible for all items checked out.
- Reed Memorial, Kent Free, and Portage County Library items are exempt from daily fines. If items are requested in from SearchOhio and OhioLink, the owning library’s loan periods and fines do apply.
- Additional fee of \$.55 is assessed when you receive a mailing for items 2 weeks past due date.
- Accounts with long overdue materials will be sent to a Collection Agency
- New Children’s, Teen, and Adult items (has “NEW” label), Holiday labeled picture books are **NOT** allowed on teacher card
- Items for personal use, cake pans, DVDs are **NOT** allowed on teacher card

Visits to the Library

Library Cards for Your Students

Reed Memorial Library may supply teachers with “class visit” applications for library cards. Students will take home the applications, have parents complete the information and return them to their teacher. Teachers will return completed applications to the library at least two weeks before their class visit. We will have the library cards ready for them when the class visits the library. This process saves the parent a trip to the library if their child does not have a card. If you are not planning a library visit, but would like to get library cards for your students, we can use this process as well.

Tours

Librarians will give your students a tour of the library and introduce the services available to them. We will familiarize them with the collection, teach them to use the library automated catalog, and show them how to find materials in the library.

Story Sharing

Librarians will share stories with your students. Stories can be related to a specific theme or we can choose our favorites.

Book talks

Librarians will share books with your students. We can choose books appropriate for your students’ age or subject. You may also choose the books and inform the librarian three weeks before the talk.

E-collections and databases

Librarians can familiarize students with on-line subscription E-Collections and other electronic resources available to them from the library and from home. We will teach students how to successfully search for articles and information, while helping them evaluate the resources. Users accessing subscription databases outside the library must have a valid Reed Memorial Library Card.

Librarians Visit to Your School*

Book talks

Librarians will share books with your students. We can choose books appropriate for your students' age or subject. You may also choose the books and inform the librarian three weeks before the talk.

Story Sharing

Librarians will share stories with your students. Stories can be related to a specific theme or we can choose our favorites.

Teachers and School Librarian's Meetings/ Parent Informational Nights

Librarians can be scheduled to attend meetings or parent informational nights to introduce our services, give sample book talks, literacy suggestions or share how to access our on-line services.

***Subject to Availability**

These visits will be scheduled to the extent that staffing limitations and other program or service priorities in the Children's Department permits. Classes outside the Ravenna city limits must check with their local library first and then they will be considered on an individual basis.

Services

Assignment Alert

Teachers are asked to inform Reed Memorial Library staff of upcoming assignments by filling out the **Classroom Assignments form** (attached). Please drop off, fax, or email the form no less than two to three weeks prior to the assignment announcement. This will provide library staff with adequate time to gather materials to assist with your assignments.

Teacher Request

Teachers may also request a variety of books or materials for a lesson or with a valid library card. (Subject to availability of the materials) Please fill out the **Teacher Request form** (attached) or on our website to alert the library staff at least **24 hours** prior to your need. Specific title lists that consist of 5 or more titles must be emailed, faxed or dropped off least **24 hours** prior to your need. **Materials requested will be checked out on the date given for pick-up and due 6 weeks from checkout date.**

Occasionally, demand of items in a particular subject area is greater than our collection size can accommodate. In that case, Children's Department staff reserve the right to limit the number of items on any one particular subject, at their discretion.

Reed Memorial Library staff would like to thank you for assisting us with building a strong relationship between Ravenna City Schools, preschools and daycares and Reed Memorial Library. Please feel free to contact Angela Young, Head Children's Department Librarian with questions, concerns, or ideas at 330.296.2827 ext. 300 or email childrens@reedlibrary.org with questions and inquiries.

By signing below, I acknowledge that I understand the policies as contained herein.

Name: _____ Date _____

Staff Initials _____