



A Teacher's Guide to Mid-Columbia Libraries

Prepared by Mid-Columbia Libraries' Youth Services Department

Mid-Columbia Libraries offers many services and resources for teachers and students. Librarians, like teachers, are committed to the education and development of children.

Shrinking resources have made it necessary for teachers and students to turn more to the public library. We recognize this need, and offer these tips to make the student's library experience a positive one.

Please encourage students to use the library for assignments. We welcome everyone to come in, meet the library staff, and become familiar with the library's resources. If you would like more information on how your library can help you, please contact Sarah Johnson at 509-546-8008 or Charity Cree at 509-737-6309.

CLASS VISITS

Library staff will be happy to make an appointment for your class to visit the library. Library staff can prepare a storytime, give a tour of the library, or gather books on a particular topic especially for your class. Your class may also come to browse or check out books.

- Class visits are scheduled in advance. This is to avoid conflicts with other classes or programs and to assure adequate staff support for your visit.
- Applications for new library cards may be picked up in advance and should be submitted prior to the class visit so that we may produce the new library cards before your visit. The application requires a parent/guardian signature.
- Please help students understand the responsibility that goes with borrowing books. **All materials checked out on a library card are the responsibility of the person who owns that card.**
- Library staff can collect materials that meet your students' needs for reports and other projects. This works best when the librarians have some advance notice. If students report that the library does not have the materials they need, please call the library. We can work together to find alternatives.

(see reverse)

TEACHER REQUESTS

Teachers may call their local library and request that the librarian put materials on hold for class assignments. Teachers can use these materials to complement their curriculum. Materials are checked out to the individual teacher.

TIPS FOR ASSIGNMENTS

- You are welcome to call us in advance, or use our online catalog, to see what materials are available on any given topic. Librarians will have ideas and resources for additional materials not readily apparent in the catalog.
- A library tour can help students review basic “information literacy” skills - how to find things in alphabetical order, how to find books in Dewey Decimal order, how to use an index, and the meanings of terms such as “fiction,” “non-fiction,” “reference and so on.
- Encourage students to ask a librarian when they need help.

ASSIGNMENT SLIP

A student who is required to spend time on homework can come to the library and pick up an assignment slip from the reference desk. The staff person on duty will sign it to verify that the student was at the library during the time indicated on the pass.

HOMEWORK HELP

Mid-Columbia Libraries has a wealth of online databases and reference materials that complement those available through the schools. Every day, new books and other materials are added to the collection. Please feel free to encourage students to use the library for assignments. We welcome everyone to come in, meet the library staff, and become familiar with the library’s resources. If you would like more information on how the library can help you, please contact Sarah Johnson at 509-546-8008 or Charity Cree at 509-737-6309.