

Books Plus

September
2016

Elizabeth Titus Memorial Library

Welcome to the Library

Now that school has started, we would like to take a moment of your time to introduce you, or refresh your memory, to the Elizabeth Titus Memorial Library and some of our services. We feel that we are a valuable resource to you and your students. We invite you to stop by the library and get to know our staff. Together, we can learn how to better serve your needs.

Library Cards

Any person is entitled to a library card from Elizabeth Titus Memorial Library. Children are required to have parental permission, but are still encouraged to obtain a card. Patrons who live within the city limits pay a Library Tax and, therefore, are issued a library card at no additional charge. There is a \$46.00 charge per family per year for those who live outside the city limits and do not own property within the city limits.

Please note: the *Readers Bridge Program* is no longer available.

Library on the Go/ 3M Cloud

Download Audiobooks, eBooks, Music, and Video Anytime, Anywhere

Elizabeth Titus Memorial Library is proud to offer you best-selling and classic audiobooks, eBooks, music, and video available 24/7 from the website, www.libraryonthego.org

You can browse the collection, check out with your library card, and download to PC, Mac, and many mobile devices. To get started, you will need to install the free app. Titles can be enjoyed immedi-

School Library Cards

Student cards issued by their school library **may not** be used at the Elizabeth Titus Memorial Library.



READ!

Trusting children and books is a revolutionary act. Books are, after all, dangerous stuff. Leave a child alone with a book and you don't know what might happen.
- Susan Ohanian.

ately or transferred to a variety of devices. Some audio titles can also be burned to CD to listen on-the-go. Titles will automatically expire at the end of the lending period. There are no late fees!

Thousands of more books are available through the 3M cloud. Visit: <http://www.3m.com/us/library/eBook/> to download the app.

These services are free with your valid ETML library card. For more information or to get started call the library at 728-7221.

Library Hours

Monday-	8:30a.m.-
Thursday	8:00p.m.
Friday	8:30a.m.-
	5:00p.m.
Saturday	9:00a.m.-
	2:00p.m.

Contact Information

- Front Desk 728-7221
- Dial-A-Story 728-2002
- Fax 728-2215

Web Site

www.sullivanil.us/library.html

Email

elizabeth_titus@ymail.com

eBooks

www.libraryonthego.org

<http://www.3m.com/us/library/>

eBook/

Staff

Clem Uptmor Director
Susan Wood Assistant Director
Michelle Nolen Children's Lib.
Holly Aldendorf Circ. Librarian
Jessica Bathe Circ. Librarian
Christine Lane Tech. Processing

Classroom Helpers

The Reserve Shelf

Often your students will come into the library and silently search the shelves for materials for an assignment. When they find nothing on the topic, they ask for help ... and we discover too late that the first two or three students from your class have already checked out everything available on the shelves! When we know in advance about a class assignment, we are able to do several things to help your entire class:

1. Set up a reserve shelf holding the available materials for in-house use for all students.

2. Borrow extra materials from other libraries for classroom, or in-house use.

3. Set up a bulk loan for extended use in your own classroom.

Assignment Alerts

We have attached a copy of our library's Assignment Alert form with this newsletter. Your school libraries will also have copies available. The Alert will enable us to better

serve you and your students. We ask that all teachers from kindergarten on up utilize these alerts for assignments.



The World at your fingertips.

Computer Kiosk

Do you have a web site that students are required to use for homework? If so, please let us know and we can add it to the desktop on our computers.

Required Reading Lists/ Accelerated Reader Program

Required Reading

Many teachers require students to use a list of teacher-selected books as part of their class. We find it very helpful to keep copies of these lists here at the library for student use. Please let us know your reading requirements in advance so all students will benefit.

Accelerated Reader

The Library has spent several years purchasing and "dotting" Accelerated Reader books.

The things I want to know are in books; my best friend is the man who'll get me a book I ain't read.
Abraham Lincoln

Please let your students and parents

know that the library has many of these books, but does not have all of them. However, patrons may search the Polaris database for available titles and order what they need. We will be happy to teach patrons how to research and place requests over the internet from home. Please note that one must have a current ETML library card, and a PIN number issued by ETML, to successfully place requests for items.

Homework Center/ Teachers' Corner

Homework Center

Remember that horrible feeling in the pit of your stomach when you were in school and realized that you had homework, but had forgotten to bring home your books? A Homework Center has been established here at the library.

Each school has agreed to provide the library with the currently required textbooks for each grade. We

are very pleased with the amount of usage the Homework Center receives and encourage you to remind your students that we do have a Homework Center available for grades two through eight. (in-library use only)

Teachers' Corner

Our library offers a service just for teachers. We have an area designed to assist you with your curriculum.

Resources such as language skills/ phonics books, idea books, craft books, and thematic materials are available.

Checking the availability of an item and/or requesting an item from school is easy. Check with your Media Specialist for details and instructions, or contact the public library. Please let ETML know if an extended or bulk checkout for your classroom use is needed.

Computers/Internet

Computers

The library has eight computer terminals and six laptops with internet access that are available for public use. The Polaris database (card catalog) is available at all computer workstations. There are a variety of word processing programs available. There are no charges for the use of computers, but there is a minimal charge per page to print. Note you do not need to have a library card to use the computers.

Internet Policy

All patrons are required to read, acknowledge, and adhere to the library's Internet Policy. Students

in K-5th grade must be accompanied by a parent or guardian to access the internet.

We do not reserve computer workstations.

After school is generally a very busy time for our computers.

Computer passes are given out on a first come first served basis. Each pass allows the library patron 30 minutes on the computer. After 30 minutes the computer will shut down. If there are available computers the patron will be allowed another 30 minute

block of time. However, if all of the computers are in use and there are patrons waiting for a station then you will be asked to give up your computer after your 30 minutes.

Extended time will be granted to those using the computers to do homework.



Man is still the most extraordinary computer of all. ~John F. Kennedy

On-Line Access from Home

Patrons may research and place holds for library materials from home. Please contact the library for your PIN number and for further assistance.

Miscellaneous

Videos

We have developed an extensive video collection. Our collection is focused on what would be helpful to you and your students research. Extended due dates are available for class-

room use. Included in our video collection are popular children's

You cannot open a book without learning something.
Confucius

features, biographies, documentaries, how-to, classics and musicals. Stop by the library with your title/ subject requests

Display Cases

The library has three display cases in the lobby that are available to the public. These cases would create a great way to present your student artwork, school projects, or collections. Contact the library for details and reservations.

After School Programs

If you know of students looking for things to do after school, the public library offers a variety of after-school programs for K-12 students.

After School Reading

Monday through Thursday is our one-on-one reading program. Students either read aloud or listen to a book being read. Time slots start at 3:30 and go until 4:30.

Thursday is **Game Day**. Students in grades K-12 meet and play board games from 3:30-5:00.

Please check ETML's on-line calendar for more activities offered on days when school is not in session.



... We are so much more than just books!

**Ask about the possibilities of using our 3D printer
in your classroom.**



In September of 2014 the library purchased a 3D printer. The printer is open for public use. Several students have since used it for school projects.

We offer one-on-one and group instruction.

In class demonstrations can also be arranged.

For more information contact the library at 728-7221 and ask for Michelle.

Assignment Alert

Thank You for using the Assignment Alert. This form lets the local and area teachers notify the Elizabeth Titus Memorial Library (Sullivan) staff of upcoming school assignments. This tool will help us be prepared to help your students find what they need. Please join in this cooperative initiative.

Teacher's Name: _____

School: _____

Teacher's Contact Information:

Phone: _____

E-mail: _____

Grade: _____ **Number of Students:** _____

Date of Assignment: _____ **Due Date:** _____

What is the Assignment?

Are there other teachers with the same assignment? _____

Please mark any sources below that are required or preferred for this assignment:

Any Magazines Newspapers
 Books Databases Internet Resources
 Encyclopedias Other _____

Please list any sources that may be of use to the students:

Number of Sources Required: _____ Length of Completed Report: _____

Materials can be maintained on the reserve shelf until the assignment is due. Would you like to reserve a shelf for this assignment?

Materials can be loaned for an extended time for use in your classroom. Would you like a bulk loan for your classroom?

Is this an annual assignment? _____

**Students should be aware that they might not be able to check out materials in areas where our collection is limited or where there is a heavy demand. In these instances, they should be prepared to spend time working in the library using reference materials or making copies to use at home. Ordering materials from another library can take one week to ten days (longer if material is on a waiting list).

The completed form may be:

Faxed to the library: 217-728-2215 Delivered to the library: 2 W. Water, Sullivan, 61951

Put in the delivery: Robin Sesko-Sullivan High School

Email to: elizabeth_titus@ymail.com

Thank you for your cooperation-ETML