

# FREQUENTLY ASKED QUESTIONS

Q: How do I set up a program with the library?

A: Stop by the Youth Desk or call 262-673-8240 to talk to the Youth Services Librarian, Jessica Manogue. You can also email her at [jessicam@hartfordlibrary.org](mailto:jessicam@hartfordlibrary.org).

Q: Can teachers request multiple copies of the same item?

A: Yes! Stop by the Youth Desk with the list of the items you need and how many copies you need. Teacher cards are limited to 10 holds on the same item. We will pull the items and/or place them on hold for you. Items must be requested at least 2 weeks in advance. Please note, if you need a large number of copies or are attempting to gain copies of a popular item, it may take longer than 2 weeks to obtain the materials.

Q: What ages does the library provide programs for?

A: The library offers Youth programming for youth from birth until 18 years of age. We work to have something for everyone at each stage in their youth.

Q: Does the library have any additional reading programs besides the Summer Learning Challenge?

A: Yes, we have a reading program in the Winter. The theme and objective varies from year to year. For children not yet in Kindergarten, we have our 1,000 Books Before Kindergarten Program that runs all year long.



## Library Hours

**Monday-Thursday:  
9 a.m. to 8 p.m.**

**Friday:  
9 a.m. to 5:30 p.m.**

**Saturday:  
9 a.m. to 2 p.m.**



Website: [www.hartfordlibrary.org](http://www.hartfordlibrary.org)



Jack Russell Memorial Library



[www.pinterest.com/jrmlibrary](http://www.pinterest.com/jrmlibrary)



## CONTACT US

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# JACK RUSSELL MEMORIAL LIBRARY

## THE YOUTH SERVICES DEPARTMENT & YOUR CLASSROOM

# TEACHER CARDS

## What is a teacher card?

A teacher card is a library card that is separate from your personal library account. This card can be used to check out curriculum related materials.

## How do I apply for one?

Stop by the Youth Desk and talk to one of the Youth Librarians to fill out a teacher card application. Please bring proof of your employment for the school year (school ID, letter from principal, etc.). Your personal library card must be in good standing in order to receive a teacher card.

## What if my items are overdue?

Teacher cards are not subject to overdue fines.

## How long is a teacher card good for?

Teacher cards are good from the beginning of the school year (Sept. 1 through June 12). Teachers must show proof of employment each school year. Teachers must show proof of summer employment to extend their privilege over the summer.

## Are there any restrictions?

Teacher cards are limited to 100 items checked out at one time. Also, teacher cards are limited to 10 duplicate copies per item. While teacher cards aren't billed overdue fines, charges for damaged or lost items will be charged to the account. Also, items checked out on a teacher card must be for curriculum use not for personal use. The library reserves the right to withdraw the privilege of a teacher card if it is repeatedly abused by the patron.

# IN THE CLASSROOM

## STORYTIME IN THE CLASSROOM

For younger grades, we can do a short storytime in your classroom bringing books that match the unit you're currently working on. What the library can offer your students will be highlighted during the in-class storytime.

## BOOKTALKS

Looking to promote a certain unit or project your students need to do research for? You can have one of our Youth Librarians come in and promote a few books that relate to that unit or project. In the past, our Youth Librarians have done this to help children prepare for upcoming projects such as wax museums or reports.

## DEMONSTRATION OF FREE ONLINE APPS/RESOURCES

If available, the Youth Librarian can secure the Library System's iPad lab and bring it to your classroom. This will allow students to test out some of the apps and online resources they have access to for free with their library card! The Youth librarian will also highlight how each app/online resource can help them in their studies at school.

**HAVE ANOTHER IDEA? STOP BY THE YOUTH DESK OR CALL 262-673-8240 TO TALK TO THE YOUTH SERVICES LIBRARIAN.**

# OUTSIDE THE CLASSROOM

## FIELD TRIPS

In the past we have had classes visit us for a field trip. Our Youth Department is flexible in constructing the field trip in the time you have available and around the learning outcomes you would like to meet.

- Tour of the Youth Department
- Tour of the full library (including back work room and how our RFID sorter works)
- Short scavenger hunt after tour with questions relating to facts students learned during their tour.
- Interactive demonstration on how to look up and find books in the library.
- Older Grades—Demonstration of in-library resources free to them with their library card.
- Younger Grades—Storytime at the library just for your class

