

THE SCHOOL LIBRARY COLLABORATION GUIDE

BETTER TOGETHER: **School & Public Library Partnerships**

Collaboration Checklist for **SCHOOL** Librarians

STAYING INFORMED

School librarians, do you...

- know the contact info of the library director & children's services staff in your public library?
- make efforts to inform the public library about the school curriculum & assignments?
- make efforts to inform students & teachers about programs & activities of the public library?
- request information from the public library about programs & activities?
- request information from classroom teachers to be shared with the public librarians?
- devise surveys to keep yourself & public library staff abreast of school topics?
- ask to be included on the distribution list of newsletters & other public library publications?
- request reference copies of textbooks be placed in the public library for homework support?
- share professional development opportunities?
- include public library issues & developments in your professional reading?
- subscribe to the SDSL public libraries listserv & Cornerstone newsletter?
- make teachers & students aware of public library resources available to them?
- link to the public library website/virtual library from your website?
- share the SDSL School Libraries page with the public librarian?
- share the SDSL databases for K-12/school page with the public librarian?

WORKING TOGETHER

School librarians, do you...

- make efforts to work with public library staff to assist students?
- offer to help set up curriculum-related collections in the public library?
- inform teachers about student needs that can or can't be met by the public library?
- explore the possibility of resource sharing to meet student needs?
- invite public library personnel to tour the school library & meet school staff?
- work with the public library to establish a homework help program?
- publicize your public library's free Wi-Fi for students who don't have it at home?
- publicize digital books to students & staff?
- establish an efficient materials delivery system between schools & the public library?
- invite public library youth services staff to participate in school planning sessions?
- offer to advertise public library programs & services to parents, teachers, & students?
- ask public librarians about your students' abilities to use the library?
- cooperatively plan with public librarians to meet student needs?
- work with the public library on programs & events like Prairie & YARP awards, Read for the Record, summer reading?
- establish shared access to school & public library catalogs?
- use social media to share public library events (like, share, tag)?

Collaboration Checklist for **PUBLIC** Librarians

STAYING INFORMED

Public librarians, do you...

- know the names, phone numbers & email addresses of school library staff & principals?
- request information from school librarians & teachers about special assignments/projects?
- devise a teacher questionnaire/survey to keep abreast of topics, units & assignments?
- ask to be included on the distribution lists for curriculum bulletins & newsletters?
- request reference copies of textbooks for the library?
- send lists of new library materials to school librarians?
- make efforts to inform school staff about how the public library can assist them & students?
- inform school staff on what student information needs could be met in the public library?
- contact specialist teachers (art, music, PE, etc.) to inform them of public library resources?
- share professional development opportunities?
- include school library issues & developments in your professional reading?
- subscribe to the SDSL school library listserv & Collect+Connect blog?
- link to the school library website/virtual library from your website?
- bookmark the SDSL School Libraries webpage?
- highlight the SDSL databases for K-12/school page in your library & on your website?

WORKING TOGETHER

Public librarians, do you...

- offer to set up curriculum related collections in the public library?
- offer loans of materials to the school library or to classrooms?
- invite school staff to tour the public library & visit public library staff?
- work with the schools to establish a homework help program?
- establish an efficient materials delivery system between schools & the public library?
- invite teachers to participate in planning for youth services in the public library?
- request speaking invitations or prepared materials to be distributed at meetings?
- work with schools to register students for public library cards?
- work with schools to promote the library's summer reading program to students?
- work with school librarians on programs & events like Prairie & YARP awards, Read for the Record, orientation, end-of-year celebrations, Banned Books week, DEAR, School Library Month
- purchase computer hardware that is compatible with that in schools?
- establish shared access to school & public library catalogs?
- have open hours that allow students to use the public library after school & on weekends?
- make available in print the school eCard credentials for students & parents?
- use social media to share school library events (like, share, tag)?