

 **Skokie** Public Library

# TEACHER'S TOOLKIT



# WELCOME



It's a new school year and Skokie Public Library is looking forward to working with you to meet the educational needs of your students. We've created this teacher's guide as a handy reference to use throughout the school year.

Keep in mind that if you need information, reference librarians are available during library hours in person, by phone at (847) 673-7774, or by instant message.

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### Teacher Loans

Teachers in Skokie schools can use a teacher library card to borrow materials selected for classroom use for three weeks. Items are renewable if not on hold for another patron.

For more information, a copy of the Teacher Loan Guidelines is available on the library's website and at the Youth Services desk.

# CHECK IT OUT

### Library Cards for Students

All students who live in Skokie can obtain a Skokie Public Library card. If your students live in another town and have a card from another suburban library, they may use those cards at Skokie Public Library.

A library card is the key to both information and adventure for young people. It is one of the most valuable things that a child can own. A library card allows children to check out books, DVDs, music CDs, magazines, and many other types of materials at no cost. Children can also access the library's electronic databases and eBook collections.

We work closely with your school librarian to distribute and process library card applications for every Skokie student. You can help by encouraging students and their parents to complete and return their applications.



# RESOURCES FOR YOUR ROOM

## Library Links: A Blog for Skokie Teachers

Library Links, our blog for teachers, homeschool parents, and school librarians, features information about library programs, materials for use in curriculum planning, and reviews of books appropriate for classroom use. Visit us there at [blogs.skokiepubliclibrary.info/librarylinks](https://blogs.skokiepubliclibrary.info/librarylinks).

## Resource Bag Service

In addition to checking out individual items, teachers may request a Resource Bag to have library materials available in their classrooms. Give us a week, and a librarian will select up to 30 fiction or nonfiction items appropriate for students in your grade to be picked up at the East Check Out Desk. Bags are checked out for three weeks and are renewable, if not on hold for another patron.

## Classroom Sets

Want several students to read the same book? Request a Classroom set. Classroom sets contain 10 copies of a title and a bag to carry them in. Visit [teachers.skokiepubliclibrary.info](https://teachers.skokiepubliclibrary.info) and follow the link to “Classroom Sets” to view the annotated list of available titles. Please reserve your classroom sets in advance; pickup and return takes place at the Youth Services Desk.



## eLibrary

Check out valuable classroom resources without going to the library. Visit [skokiepubliclibrary.info/eLibrary](https://skokiepubliclibrary.info/eLibrary) to stream or download movies, music, books, audiobooks, and more. Titles automatically expire, so you don't even have to worry about overdue fines.

## Special Needs Collection

In addition to our regular resources, we offer an assortment of materials for ELL students and those with developmental delays and learning disabilities. Hi-lo, Braille, and Boardmaker-adapted books from our Special Needs Collection make books accessible to everyone.

Jenny Wilkin: (847) 972-5645 // [schoolservices@skokiepubliclibrary.info](mailto:schoolservices@skokiepubliclibrary.info)  
Youth Services Desk: (847) 324-3149

# LET'S GET TOGETHER

## Library Visits

We invite you to schedule your class to visit the library. We will tailor the visit to meet the information needs and reading level of students in kindergarten through 8th grade. All library visits will include a grade-appropriate tour and time to select and check out books.

Kindergarten and first-grade students enjoy stories in addition to the tour. Students in second grade learn how books are organized on the library shelves and listen to short descriptions of 10 different books perfect for beginning readers. Students in third and fourth grade exercise their library skills using both print and computer resources.

Available times between October 1, 2014 and March 31, 2015 include 1–2:30 pm on Mondays OR 9:30–11 am on Wednesdays or Thursdays.

## Bookmobile

Our Bookmobile serves the Skokie community on Monday, Tuesday, Thursday, Friday, and Saturday all year long. Many of our weekly stops are located near schools, where teachers may use their Skokie Public Library Teacher Card to check out and return materials. With one week's notice, Resource Bags can be placed on the Bookmobile for teacher pickup. Other items can be placed on the Bookmobile with 24 hours' notice. For a current schedule of Bookmobile stops in Skokie, visit [skokiellibrary.info/direct/bookmobile.asp](http://skokiellibrary.info/direct/bookmobile.asp).



## Classroom Connections

During the school year, we can bring programs to your classroom! We will schedule up to two half-hour sessions and can accommodate two classes per session.

For kindergarten through second-grade classrooms, teachers may request a puppet show performance, which is based this year on two picture books: *Children Make Terrible Pets* by Peter Brown and *Art* by Patrick McDonnell.

For third through eighth grades, starting March 1, our library teams offer booktalks. These booktalks promote titles on both the Cool Summer Reads list for grades 3–5 and the Hot Summer Reads list for grades 6–8. Check the Library Links blog for the reading list and learn more about these popular reading programs on page 16.

## Web Connections

Web Connections is an interactive, instructional tour of the Skokie Public Library website, research databases, homework help tools, and online catalog. In addition to being a great resource for your students, the Web Connections presentation works well at a staff meeting or PTA gathering, and can be held in a classroom, school library, media center, or at Skokie Public Library.

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## Come on In!

If you teach children with special needs, schedule a visit to the library knowing that we can accommodate your students. You are welcome to bring your instructional class to the library on a regular basis for independent visits or you may schedule an interactive, librarian-led program tailored to the needs of your students. Please allow two weeks' notice for staff to prepare for your visit. Get in touch with our youth accessibility services librarian Holly Jin at (847) 324-3117 or [hjin@skokiellibrary.info](mailto:hjin@skokiellibrary.info) to schedule an interactive program or to visit as an independent group.

HOLLY JIN



Jenny Wilkin: (847) 972-5645  
[schoolservices@skokiellibrary.info](mailto:schoolservices@skokiellibrary.info)  
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WE'RE HERE TO HELP



A FEW OUTTAKES





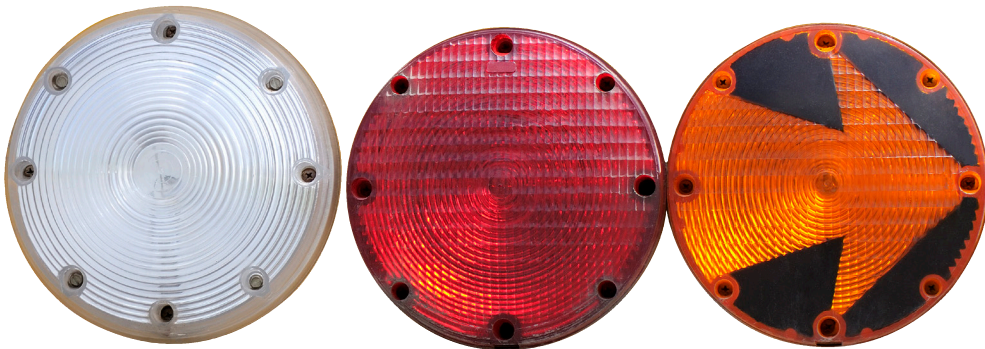
# FOR THE KIDS

## School Textbooks for In-Library Use

One of the many ways we serve your students is by providing copies of school textbooks for reference use in the Youth Services Department. You can find the list of textbook titles available for students on the Teacher's Page in the Kids Section of our website. With your assistance, we can continue to provide textbook resources to students at Skokie Public Library. If we do not have your textbooks, please contact Jenny Wilkin at to arrange for their availability.

## Assistive Technology for Children with Special Needs

We have a variety of switch-activated, therapeutic, and adapted toys housed at the library. The ZAC Browser virtual playground is installed on all the computers in the Youth Computer Lab, and the blind and visually impaired have full access to magnifiers, readers, Web browsing, and Braille embossing in the ADA room.



## Youth Computer Lab

Students in kindergarten through eighth grade are invited to use the Youth Computer Lab for research, homework, and entertainment. A digital literacy specialist is available to help students find information, format documents, and navigate the Web. Each of our 14 lab computers is equipped with Microsoft Word, Excel, Powerpoint, Publisher, and unfiltered Internet access. Black-and-white or color laser printing is available for a nominal fee. Accommodations may be made for students working on group projects.

Hours of operation during the school year (expanded during school vacations):

Monday through Friday: 3:00-8:45 pm

Saturday: 10:00 am-5:45 pm

Sunday: 12:00-5:45 pm

For more information about the either computer lab, hours, and access guidelines, please call Erika Kallman, digital literacy supervisor, at 847-324-3116.

Students must present one of the following forms of identification to use the Youth Computer Lab:

- Library card from Skokie Public Library or another library
- School ID, bus pass, Park District ID, or other "official" identification imprinted with student's name
- Parent's or adult guardian's library card or acceptable ID as above or as follows: work ID, grocery store customer card, warehouse club membership card, insurance card, etc.

Students without an ID are invited to use the Homework Computers next to the study rooms, which provide access to Microsoft Office, filtered Internet, and research databases.

## Digital Media Lab

The Youth Digital Media Lab is where students can play and record music; film and edit their own video recordings; shoot, enhance, and manipulate photos; and create graphic designs. The lab is equipped with four iMac computers and two microphones; Midi keyboard and drawing tablet; video/still camera, tripod, and green screen; and an external hard drive for saving and transferring large projects. Featured software includes Alice, Scratch, Comic Life, GarageBand, iMovie, Photo Booth, and Photoshop Elements.

Our digital literacy specialists are available to help students with digital media creation. Students may also sign up for classes on movie making, music recording, and photo manipulation, among others. Additional instruction can be found at Atomic Training through the library's research databases.

# KIDS ONLINE RESOURCES



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## Homework Help for Students

Skokie Public Library subscribes to Live Homework Help, an online tutoring service that connects students with expert tutors. Live Homework Help tutors are certified teachers, university professors, graduate school students, college students, and professionals who are experts in their fields.

Live Homework Help is open and available to Skokie Public Library cardholders from 3:00 pm–10:00 pm Central Time, seven days a week. All tutoring sessions are guided by the tutor and last approximately 20 minutes. There is a limit of five sessions per week per Skokie Public Library cardholder.

## Virtual Resources

Students can access all of our educational and special interest programs from the eLibrary link on the library's home page. Additionally, Hoopla, a new source for streaming audiobooks, music, and video on any device, is also available to anyone with a Skokie Public Library card.

We continue to add fiction and nonfiction titles from Marshall Cavendish, My Capstone Library, ABDO Digital, and Infobase Publishing to our eBook collection. The Capstone titles for younger readers include an audio option so children can hear each highlighted word as the story is read aloud.

The Student Center offers the following expert help in English and Spanish:

- One-to-one online tutoring in math, science, English, and social studies
- Proofreading and essay review
- SkillsCenter Resource Library of worksheets, tutorials, and study guides in math, science, English, social studies, statewide standardized tests, college entrance exams, and graduate school entrance exams, available 24/7

Jenny Wilkin: (847) 972-5645 // [schoolservices@skokiellibrary.info](mailto:schoolservices@skokiellibrary.info)  
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# READING PROGRAMS

## **Summer Reading at Skokie Public Library**

Our annual Summer Reading program is always a big hit and is a great way to help prevent the summer slide. Help kids have a smoother start to the school year by encouraging them to sign up.

## **Summer Reads**

Cool Summer Reads (for grades 3–5) and Hot Summer Reads (for grades 6–8) are lists of high-quality books that we have carefully selected for reading and interest level. Multiple copies of the selected books are available in the Youth Services Department for check out. You may wish to ask for some of these books in a Resource Bag. Our librarians are also available to booktalk these titles in your classroom through our Classroom Connections program (see page 7).

Students will be invited to vote for their favorite book over the summer. Voting will take place at Skokie Public Library as well as online. The winning title will be announced and the author of that book will be invited to visit Skokie Public Library and several Skokie schools.

## **Reading Patch Club**

Students in Kindergarten through 8th grade can earn patches by reading ten books in a genre and reporting their progress at the library. Visit [skokiellibrary.info/direct/patchclub.asp](http://skokiellibrary.info/direct/patchclub.asp) to see the genre list and to print a Reading Patch Club log. Encourage your students to bring their completed logs to the library to collect a patch. For more details about the Reading Patch Club, contact Cathy Maassen at (847) 324-3103 or [cmaassen@skokiellibrary.info](mailto:cmaassen@skokiellibrary.info).

## **Winter Reading Club**

This club is held during January and February each year to encourage leisure reading.

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# COMING TOGETHER

Each year, Coming Together in Skokie and Niles Township, a community-wide initiative, highlights a culture from our richly diverse community. For six weeks, beginning in January 2015, book discussions, author visits, and other programs will be offered to the public at venues around Skokie.

This year, we will be coordinating the theme with a visiting exhibit at the Holocaust Museum entitled "Race: Are We So Different?" The backbone of the initiative is the reading and discussion of a book or books that have been selected for their rich cultural aspects. Book discussions are held for adults, youth, and children. For children in grades K- 4, a richly illustrated picture book has been selected. For more information, visit [comingtogether.skokieliibrary.info](http://comingtogether.skokieliibrary.info).







# **Skokie** Public Library

5215 Oakton Street, Skokie, IL 60077 (847) 673-7774

Skokie Public Library Trustees: Mark Prosperi, President; Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Susan Greer; Jonathan H Maks, MD; Denis O'Keefe; Zelda Rich  
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