

BETTER TOGETHER

School & Public Library Partnerships

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)?

BETTER TOGETHER

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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 to enroll students in summer reading programs?
- ☐ 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)?