Our educators are vital in the development of our children and community. No one recognizes your contribution more than us at the Lomira Quad/Graphics Community Library. We know the job is taxing and we want to help.

The Lomira Quad/Graphics Community Library would like to be a resource for schools and teachers. We developed this brochure to help showcase services that might make your jobs a little easier.

LQGCL is an excellent place to find useful information, reading materials, and Internet access. As a bonus, we have fun and informative activities and events for family members of all ages. These include storytimes, craft programs, game nights, math/Lego clubs and special events.

Thank you for dedicating yourselves to education and your students. We hope you know we are here to help.

Camrin Sullivan, Library Director
**Teacher & Center Cards**

Teachers, daycare centers & homeschoolers in our district are eligible for a teacher card. You are still responsible to return or pay for the items on the card if lost, but the card will not be charged for late fees on items. Items checked out on this card should be for classroom or educational use, not for personal use. Please see our *Circulation Services Policy* or contact the Director for more information.

**Library Card Sign-Up:**

If you would like your students to have library cards, we would be happy to send blank applications to you before you schedule your visit.

In order for us to make the library cards in time, please return the completed applications at least 3 days before your visit. Please deliver them with attention to: Library Director.

We encourage you to have students apply for a library card before a tour or field trip, so that they can check-out items when they visit.

**Students Displays:**

Has your class created something spectacular you would like to showcase at the library? Sculptors, posters, photography? Contact the Library to schedule a month in which you can display your students work in our library!

**Assignment Alert:**

If students from your class need specific library resources for an assignment, you may let us know in advance so that we can suggest a range of sources and provide the best service possible.

If you would like, we can pull and have books or items ready for students to look through from our library and other libraries in our system. Please let us know at least 2 weeks in advance so that we can select, order, and items can ship in time for students.

**Library Visits & Tours:**

We are pleased that you have chosen to introduce your students to the public library. By working together we can craft an effective field trip and build a class of lifelong library users.

Please schedule your visit with the Library Director in advance so we can accommodate. Thirty or fewer students per visit is preferred.

Possible programs include one of these or a combination of these:

- Special book themes (award winners, biographies, pioneers, etc.)
- Introduction on a library service (databases, library catalog etc.)
- An introduction to library use.
- See where different types of books, movies and music are kept.
- Browsing and Check-out.

**Materials for Your Classroom:**

Need some extra materials to support independent reading in your classroom? Want a wider variety of high-interest fiction and non-fiction books to supplement your classroom library? Our staff can create a collection of books to suit your students’ needs.

To request material, please contact the Library Director at least 14 days ahead and let us know the following information:

- Subject(s) of collection
- Grade and reading level
- Number of items (if you want)

You should know that:

- The collection may include CDs, magazines, and DVDs.
- Duplicate titles of the same title are available.
- Regular books are checked out for 4 weeks with 2 eligible renewals if there are no holds on them.

There may be limited availability on popular subjects certain times of the year. Such as pumpkin and leaf books during the fall, penguin and snow books during winter, holiday books etc.

**Looking for something not on this list?**

Want to partner with us to offer educational programs for your students in a way not listed here? Please contact the Library Director and let’s work together.