

**For assistance, contact the  
Batavia Public Library**



**Youth Services Staff**

Aimee Marx & Amanda Vanderwerf,  
**School Liaison Librarians**  
Joleen Batek, Jen Connon, Melissa  
Cunningham, Cathy Fechner,  
Kathleen Redmond, Mary Steskal,  
Joanne Zillman, **Department Manager**

**(630) 879-1393 ext. 500**

To locate online School Services  
forms/information on the Library's website,  
scan this QR code:



For programming information,  
please check our online calendar  
or BPS101 Backpack Mail.





**Loan Periods**

Books.....	4 weeks (28 days)
DVDs.....	1 week (7 days)
Magazines.....	2 weeks (14 days)
Audiobooks/Playaways....	4 weeks (28 days)
Music CDs.....	4 weeks (28 days)
Kits.....	4 weeks (28 days)
Puzzles/Games.....	4 weeks (28 days)
Early Literacy Kits.....	4 weeks (28 days)
Discovery Kits.....	4 weeks (28 days)

Except for items with existing reserves,  
all items will be automatically renewed  
up to two times.



[www.BataviaPublicLibrary.org](http://www.BataviaPublicLibrary.org)

 @BataviaPublicLibrary  
 @bataviapubliclibrary

# Library Tips for Teachers



**Batavia Public Library  
Youth Services Department**

10 S. Batavia Ave.  
Batavia, IL 60510  
(630) 879-1393 ext. 500 (voice)  
(630) 879-9118 (fax)

**e-mail:**

[SchoolServices@BataviaPublicLibrary.org](mailto:SchoolServices@BataviaPublicLibrary.org)  
[www.BataviaPublicLibrary.org](http://www.BataviaPublicLibrary.org)

Teachers and students are important members of the community served by the **Batavia Public Library District**. While we are not a substitute for the school library, we can be an additional source of information and assistance. To help us serve you more efficiently, we have compiled a few *Tips for Teachers*.

## I. Library Visits

Classes within the Batavia Library District are welcome to visit the Library for a tour or short program, or to arrange for a librarian to visit them. Call the Youth Services Department at 879-1393 ext. 500 to schedule a visit.

*Please make requests for visits at least one month in advance.*

## II. Library Hours

Monday – Thursday:  
9:00 a.m. – 9:00 p.m.

Friday & Saturday:  
9:00 a.m. – 5:00 p.m.

Sunday:  
12:00 p.m. – 5:00 p.m.

### Check out our Digital Library!

Even if the physical Library building is closed, our Digital Library is always open! Scan the QR code to see what we have to offer your students.



## III. Class Projects

- Visit, call the Library, or search the Library's online catalog at [www.BataviaPublicLibrary.org](http://www.BataviaPublicLibrary.org) to find out what materials are available when planning class projects.

- Notify the Library as far in advance as possible of the assignment. The Library has created a simple and brief "Assignment Alert" form that teachers are encouraged to use when an assignment calls for students to visit the public library.

This form is available online at <https://tinyurl.com/bplsaalert>

- If you need materials sent from the Public Library to your School Library, requests must be made through your School's LRC Director. See "*Borrowing Materials from the Library.*"
- Check for availability of materials at the appropriate reading level for your students.
- Give students a choice on reading lists. Be willing to let them ask a librarian to help them choose a similar title if copies of the desired title are unavailable.

- Students can use our databases from inside the Library without a library card. If they do have a Batavia Public Library card, they're able to access databases from home. Homework resources and reference databases are available at:

<https://tinyurl.com/bplhmkw>



## IV. Borrowing Materials from the Library

- Teacher requests for materials must be made through the school's LRC director. The Library is happy to arrange delivery of these items via the school district van.
- Teachers are welcome to borrow items from the Library using their personal home library card.
- Library cards from neighboring public libraries **are** accepted at the Batavia Public Library. Students and teachers should apply for a library card from their home library.