

**2022-2023
School Year**



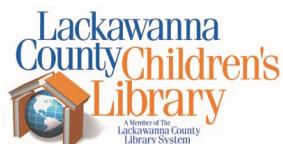
The Lackawanna County Children's Library **OUTREACH COLLECTION**

We are pleased that you chose the Lackawanna County Children's Library's services to accompany your lesson plans! The materials we provide to aid the curriculum are sure to delight and engage your students.

Our Outreach Accounts are open to teachers, homeschoolers, and child care providers. A collection can be borrowed for 4 weeks and includes approximately 45 items. Account holders are asked to list the subjects/titles of the items needed for their curriculum with the sheet provided in this packet. If you are unsure of your curriculum for the year, you may notify us on a monthly basis. We will then prepare the materials for your collection and you will be notified when it is ready. We are also offering a "Self-Serve" option for those who would like to personally fill their own bin. Collections can then be picked-up with our Curbside service.

ITEMS AVAILABLE:

- Books
- DVDs
- Audio books
- STEM Kits
- Music CDs



For additional information, please contact:
Arlene Neumann, Children's Outreach Coordinator

Lackawanna County Children's Library
520 Vine St. Scranton, PA 18509
(570) 348-3000 ext. 3015
Fax: (570) 348-3020 Attn: Arlene
childrensoutreach@albright.org
lclshome.org/childrenslibrary

Guidelines for Outreach Collections Loaned From
The Lackawanna County Children's Library
Updated March 14, 2022

Collections may be loaned to teachers or childcare centers under the following guidelines. Inability to comply with these guidelines will result in account suspension:

1. **Your Outreach Account is only valid at the Lackawanna County Children's Library and the Albright Memorial Library.** All items must be checked out at the Lackawanna County Children's Library. Only Children's Library and Albright Memorial Library materials can be sent or be placed on hold. Please use your personal library card to place holds from other Lackawanna County libraries.
2. All materials must be returned by their due date. **Your account will be suspended for unreturned materials until they are returned or paid for.**
3. To avoid confusion, all items are to stay in the account holder's classroom and are not to be shared amongst staff. Library materials are not to be sent home with children.
4. If you are uncertain of your curriculum for the year, a list of topics and/or titles must be provided to the library **a minimum of 7 days before your scheduled pick-up date.**
5. If your curriculum unexpectedly changes please notify us as soon as possible.
6. **If we do not receive your list of topics in a timely manner, your collection will be forfeited for the month.** Whereby you may use our "Self-Serve" option to build your own collection for the month.
7. There is a **maximum limit of eight (8) topics per month.** The average loan period for a collection is four (4) weeks.
8. You will be notified when your collection is ready. We will hold collections for seven (7) days after the scheduled pick up date. **Unclaimed collections will be re-shelved after that period.**
9. All items must be returned in the condition in which they were received. **Damaged items will be billed to your account.**

Keep this page for your records.

(570) 348-3000 ext. 3015 childrensoutreach@albright.org

Fax: (570) 348-3020 (attn: Arlene)

 **remind** @lcchilibr

We use Remind, a **free, safe messaging app.** Teachers use this app throughout the Scranton School District to keep families up to date with what's happening in the classroom. We use it to keep in touch with you about your Outreach Account! See the last page in this packet for more details.

Lackawanna County Children's Library
OUTREACH COLLECTION SERVICE

2022-2023 Agreement Form
Lackawanna County Children's Library

All sections must be completed. Please Print .

School/Facility Name:

School Address:

Principal/Director:

Director's Email Address:

Director's Phone Number:

Teacher Information:

Teacher's Name:

Teacher's Home Address:

Teacher's Email Address:

Teacher's Phone Number:

Grade Level/Children's Ages:

Number of children:

Agreement:

By signing this agreement I agree to comply with its rules, as listed on page 2 and I will report any change in the information on this registration form. I understand that the school or childcare center shall assume the responsibility for any lost or damaged items charged to it.

Principal/Director's Signature:

Date:

Teacher's Signature:

Date:

Teacher's Name:

School:

Phone Number:

Email Address:

Grade Level/Children's Ages:

Number of children:

Check the box for **Self-Service**

If you would like us to fill your bin, please list

Your Monthly Topics:

September:

1.	5.
2.	6.
3.	7.
4.	8.

October:

1.	5.
2.	6.
3.	7.
4.	8.

November:

1.	5.
2.	6.
3.	7.
4.	8.

December:

1.	5.
2.	6.
3.	7.
4.	8.

January:

1.	5.
2.	6.
3.	7.
4.	8.

February:

1.	5.
2.	6.
3.	7.
4.	8.

March:

1.	5.
2.	6.
3.	7.
4.	8.

April:

1.	5.
2.	6.
3.	7.
4.	8.

May:

1.	5.
2.	6.
3.	7.
4.	8.

June:

1.	5.
2.	6.
3.	7.
4.	8.

July:

1.	5.
2.	6.
3.	7.
4.	8.

We use the month of August to work on contract renewals, updating information, and collecting themes for the upcoming school year. **ACCOUNTS MUST BE RENEWED YEARLY.** You will be contacted when we receive your completed contract for the 2021/2022 school year.

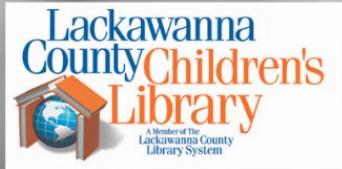
In addition to your monthly topics, we will fill your bin with a variety of fun educational materials and upcoming library events to share with parents and students. If there are any specific materials you would prefer, please list them below.

Your Last Day of Class:

Again, by signing this agreement, you apply for the right to use the library, you agree to comply with its rules, as listed in this packet and will report any change in the information on this registration form. You understand that the school or childcare center shall assume the responsibility for any lost or damaged items charged to it.



Communication
for the school, home, and
everywhere in between.



Dear Educators,

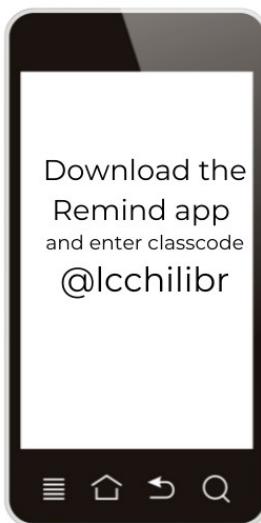
Welcome to a new school year! The Lackawanna County Children's Library uses a free messaging app called "Remind" as an additional form of communication. While this app will not be replacing emails and phone calls, sending quick simple messages will help us both stay up to date on your curriculum, collection pick-ups, missing items, and the overall status of your account. In order to sign up to receive these text messages from the library, please follow the instructions for one of the options below:



OR



OR



Please keep in mind that this is a secure app. You will not receive spam texts and your phone number will remain private. You can also choose to opt out at any time! I can't wait to work together to help you and your class be successful this year! Please let me know if you have any questions.



Thank you,
Arlene Neumann
Children's Outreach Coordinator
Lackawanna County Children's Library
(570) 348-3000, ext. 3015