

OUTREACH COLLECTION

The Lackawanna County Children's Library



Sign up today for an Agency Account with the Lackawanna County Children's Library!

Agency Accounts are open to Teachers, Homeschoolers and Child Care Providers. You provide the subjects or titles and we will gather the materials for you. Collections can be picked up and kept for 6 weeks.

Agency Account holders are also welcome to come into the library and hand-select their collection from items on our shelves.

Collections Include:

- Books
- Talking Books
- CDs
- DVDs
- CD-ROMs
- Magazines
- Discovery Kits

For additional information, contact:

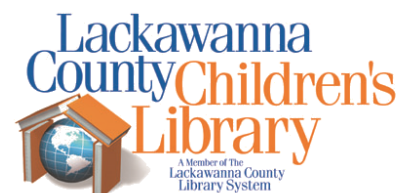
Amy Vitiello, Children's Outreach Coordinator

520 Vine St. Scranton, PA 18509

(570) 348-3000 ext. 3015

childrensoutreach@albright.org

www.albright.org/childrens



**Rules Governing Outreach Collections Loaned From
The Lackawanna County Children's Library
Updated July 2013**

Collections may be loaned and delivered to Schools or Child Care Centers under the following regulations:

1. Your Agency Account is only valid at the Lackawanna County Children's Library.
2. All items must be checked out and returned to the Lackawanna County Children's Library.
3. A list of topics and/or titles should be provided to the Library **a minimum of one week (preferably ten days)** before the collection is to be delivered or picked up. The preferred method of contact is email, childrensoutreach@albright.org, but requests may also be made by phone (348-3000, ext. 3015) or by fax (348-3020 – attention Amy).
4. If we do not receive your list in time, the Library reserves the right to not prepare a collection or prepare a collection of their choice.
5. The ages and grade levels of the children who are to use the material should be specified.
6. There is a maximum of ten (10) topics per request. The number and type of items may be specified and exact titles requested, but the Library reserves the right to decide which items may be borrowed depending upon titles on hand, demand and length of time loaned.
7. Holds cannot be placed by or for Agency users at any time. If you would like to place a hold on an item, please use your personal card. Your Agency Account is to only be used for educational materials.
8. All materials must be returned by its due date. Materials can be renewed for an additional two (2) week period. Failure to return materials will result in a bill for the materials and a suspension of service.
9. The average time of a loan will be four (4) weeks (delivery) and six (6) weeks (pick up).
10. Collections must be picked up in a timely fashion. We will hold collections for five (5) working days after scheduled pick up date. Materials will be reshelfed if not claimed.
11. Delivered collections must be ready for pick up at a designated location for Library staff.
12. The School or Child Care Center shall assume the responsibility for any lost or damaged items charged to it in the collection loaned. All items must remain in the classroom. No items are to be sent home with children.

AGENCY COPY

(570) 348-3000 ext. 3015 childrensoutreach@albright.org Fax: (570) 348-3020

THE OUTREACH COLLECTION SERVICE

2013-2014 Agreement Form

Lackawanna County Children's Library

childrensoutreach@albright.org

(570) 348-3000 x3015

Please Print Information:

School/Facility Name: _____

Principal/Director: _____

Address: _____

Email Address: _____

Telephone Number: _____

Teacher Information:

Teacher's Name: _____

Home Address: _____

Email Address: _____

Home Telephone Number: _____

Grade Level/Children's Ages: _____

Number of Children: _____

Please describe the children in your classroom/facility or provide us with any information that will help us choose material most suitable for the children in your classroom. As your class changes, please let us know how best to help with any change.

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Director/Principal Initials: _____ Instructor Initials: _____

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Lackawanna County Children’s Library
Children’s Outreach Collection
2013-2014 School Year Request Form

Teacher’s Name: _____

School: _____

Phone Number: _____

Grade: _____

If you would like to fill your own bin, please make an X in the box: ☐

If you would like us to fill your bin, please fill out your topics for each month:

September: _____

October: _____

November: _____

December: _____

January: _____

February: _____

March: _____

April: _____

May: _____

Your Last Day of Class: _____