

Welcome to the _____ Library!

Welcome to the best school in _____ district! Our journey at _____ is like a relay race—you don't have to run it alone!

I am the librarian, _____, and I am on your relay team along with my aide, _____. We have lots of experience and are eager to help you. Here are just a few of the ways:

- Wish fulfillment. Tell us what you need via e-mail. We will locate it, check it out, and deliver it to your room. (Look for me at _____@web address.org.)
- District resource search. If we don't have what you need, we'll check with the libraries in our district to see if they do. That's one reason to give us advance notice.
- Equipment for loan includes overhead projectors, tape & CD player/recorders, FLIP video cameras, headphones, digital cameras, document projectors, laptop computers, snowball and lavalier microphones, and SMART boards.
- Your class will come to the library every week if you are the reading teacher. One week students will have a lesson, the other is a quick check with access to a digital or video author or literature presentation if desired.
- Educational videos and DVDs and books on CD can be checked out. We also have an extensive professional library.
- Our district provides a number of online resources for you and your students that can be accessed from school or home, including Tumblebooks, World Book Online, the Texas Almanac, Enchanted Learning, and many district resources.
- Library tours. We know you are overwhelmed at this point so we are purposely leaving the tour to your time frame. When you are ready, just ask, and we will be happy to show you around.

I teach lessons and handle book requests, resource needs, and reference (Ext. xxxx).

_____ handles checkout, equipment, and questions about library technology (Ext. xxxx).

We both are dedicated to helping you do your job better and easier. Just hand off the baton to us!