

Massillon Public Library

The Massillon Public Library offers additional services to educators and students, such as library tours, classroom visits, booktalks, storytelling, and reserve collections for homework assignments. Please call or email the library for further information.

**208 Lincoln Way East
Massillon, OH 44646**

www.massillonlibrary.org

Reference Department:

330-832-9831, x 312

Children's Department:

330-832-5037

childrensdept@massillonlibrary.org

Monday, Tuesday & Wednesday:

10 am - 8 pm

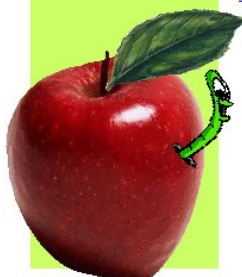
Thursday:

10 am - 6 pm

Friday & Saturday:

10 am - 5 am

Closed Sundays



Massillon Public Library Teacher Services and Procedures



The Massillon Public Library is committed to providing excellent service to children and young adults. One way to do this is to offer special assistance to those who work with

young people: teachers and aides, home educators, preschool/daycare teachers and providers, school librarians, and others whose work involves significant contact with children and young adults. Two weeks notice is usually required when requesting items. The Massillon Public Library issues a special Teacher Card which entitles the holder to the following:

Teacher Collections

Library staff will gather requested materials for use in the classroom or home school setting. **TWO WEEKS' NOTICE** is usually required. A pick-up date is set at the time of the request. If materials are not picked up by that date, they will be returned to the collection, unless library staff are notified by the requestor. Requests may be made in person or by phone; if materials are for preschool through 6th graders, call 330.832.5037; for 7th through 12th graders, call 330.832.9831 ext. 312. Requests may also be made online at www.massillonlibrary.org. Collections may be requested from our Pam S. Belloni and Barry Askren Branch Libraries, and our Bookmobile. The number of books permitted for teacher collections is at the discretion of the lending library.

Loan Periods

Materials are checked out for 6 weeks with no renewals, rather than the usual 2 weeks. Please call to inquire whether an extension is permitted. The Library reserves the right to refuse extension requests. **FINES ARE CHARGED FOR ALL OVERDUE MATERIALS.**

Theme Kits

The Children's Department circulates theme kits on a variety of subjects. Each kit contains several books and other topic-related materials, such as CD's and DVD's, posters, puppets, and teacher guides. The kits check out for 6 weeks; extensions must be requested from the Children's Department. For more information and a list of subjects, please ask for a flyer in the Children's Department.



Books In A Box

For teachers who need multiple copies of a single title for their students, the Children's Department offers **Books In A Box**. Each box contains 30 copies. The titles are appropriate for kindergarten through high school. These items check out for **6 weeks**. Extensions must be requested from the Children's Department. Books In A Box may be reserved ahead of time; email requests to childrensdept@massillonlibrary.org, or call 330.832.5037. For a list of titles and further information, please ask for a Books In A Box flyer.

Pick-up and Delivery

If you are a teacher in a public or private school in the city of Massillon, or the Fairless Local Schools, you may have collections (including Theme Kits and Books In A Box) delivered to and picked up at your school by Library personnel. Pick-up and delivery days are **FRIDAYS ONLY**. Teachers in other districts and home educators must pick up and return their collections to the Massillon Public Library, its branches, or bookmobile. This may be done any day of the week. **PLEASE DO NOT PUT COLLECTIONS OF 15 OR MORE ITEMS, THEME KITS OR BOOKS IN A BOX IN THE BOOK DROP.**

Lost/Damaged Materials

Teachers or other educators who work in a classroom setting will not be charged for up to 3 lost or damaged items per year (September to September). Payment will be required for the fourth (4th) and subsequent lost or damaged items. Items costing \$40.00 or more are exempt from this privilege; this includes Theme Kits and ELF Kits. Home educators are responsible for charges for ALL lost or damaged materials.

TEACHER CARDS ARE TO BE USED TO CHECK OUT MATERIALS FOR CLASSROOM OR HOMESCHOOL USE ONLY. PERSONAL CARDS MUST BE USED TO CHECK OUT MATERIALS FOR PERSONAL USE BY THE CARD HOLDER AND HIS/HER FAMILY.

Teacher Cards must be renewed annually. Please contact us to update your information.