



SERVICES FOR TEACHERS

The Arcadia Public Library strives to serve the entire community, including students and teachers. Although we cannot support the school curriculum directly, we do try to enrich and supplement your efforts as we can.

The Jerry Broadwell Children's Room provides services and materials for children from birth through the eighth grade. We also have a special Parent/Teacher Resource Center. Adult Services focuses on services and materials for people from ninth grade and up.

Teacher Requests

You may pick out books yourself or, with three working days notice, request that staff choose books on a particular topic or reading level. The number of books on a particular topic may be limited by the size of the collection. Teacher requests may be arranged either in person or by calling the Jerry Broadwell Children's Room at (626) 821-5566.

If you would like requested items to be pre-checked out for you, please be sure to return items currently **checked out at least 1 day prior** so that your library card can accommodate the new items. There is a limit of no more than 60 items on a library card at any given time. The pre-checked out items will be available for you at the Circulation Desk.

If you choose to select materials yourself and already have items checked out, please note that only 60 items can be checked out at any given time. If you are returning items on the same day you are checking out new items, **be sure to bring the returned items to the Circulation Desk** so that the items can be checked in right away and the computer record updated accordingly before you check out new materials.

Please note that items can be checked out for three weeks and renewed if there are no reserves on the items. Renewals can be done online through the Arcadia Public Library's website. Go to <http://library.ci.arcadia.ca.us> and click on Catalog. Once in, note **My Account**. Click on this and you will see another button allowing you to **Renew Items**. Items can also be renewed by phone at (626) 821-5571.

Videos can be checked out for three weeks and DVDs can be checked out for one week. There is a limit of no more than 5 DVDs checked out at any given time.

To avoid overdue fines, try **Library ELF** on the Library's home page. This service will remind you when your books are due.

Class Visits

We invite you to bring your class to the Library **with a date and time set up in advance** so we can make sure you receive the best service possible. We offer tours, library skills instruction, including instruction on how to use online databases, the library catalog, & reference resources. We also offer storytelling, authors programs, story times, book reviews, and literature programs. We welcome class visits from September through

April. For Children up through 8th grade, please call (626) 821- 5566. If your class is 9th grade or older, please contact Adult Services at (626) 821-5569.

Homework Assignments – Please Help Us Help You and Your Students

We want to work with you to provide a positive experience for students seeking information or books for homework assignments. Though we don't carry textbooks, we do provide a wide variety of materials in paper and electronic format.

Please notify us in advance about major assignments and/or a copy of assigned reading lists. This allows the Library time to check against the Library's collection and note those titles or subjects no longer available or out of print. It also gives us a chance to order additional copies if the item is still available for purchase and/or we no longer have a particular title in the collection.

An **assignment alert** can be completed on the Library's website (click on "Forms & Applications" to find Arcadia Public Library – Assignment Alert Form).

The Library Catalog: Explore the Library's website at <http://library.ci.arcadia.ca.us> either at the Library or from home. The Library's online catalog includes many book summaries, reviews, and tables of contents as well as bestseller lists for both children and adults.

eResources

The Library offers a rich variety of online subscription databases* available at the Library or remotely with a valid Arcadia Public Library card. These databases are different than the Internet as they are specially designed with a specific content and scope. We encourage you to consider these as an alternative source to a book when everything is checked out or for additional information. Some of these electronic subscription databases include:

Grolier Online which provides access to *The New Book of Knowledge, Lands and Peoples*, and *America the Beautiful series*, the later two being helpful for country and state reports.

Literature Resource Center provides biographies, bibliographies, and critical analysis of authors.

Read The Books allows one to build a customized booklist by grade and/or genre. From a home computer with sound, one can also hear book reviews for each of the books. Read the Books also has links to selected titles of the Accelerated Reader program for the elementary schools in the Arcadia Unified School District. From this link, one can directly go into the Library catalog to determine availability.

NovelList provides recommended reads, book discussion guides, award winners, curricular connections and grab and go booklists for children, teens and adults. This book fiction database also provides subject heading access, reviews, annotations, and more on over 125,000 fiction titles.

Infotrac General Reference Center Gold provides access to citations, abstracts and some full-text articles from a wide variety of magazines and some newspapers from 1980 to current. Although this database does not index all articles in all magazines, it is a good place to start.

Los Angeles Times provides citations, abstracts, and full-text of *Los Angeles Times* articles.

Live Homework Help Students from kindergarten through adult users can get one-on-one help from a trained tutor in math, science, social studies and English. Tutors are available seven days a week from 1 p.m. to 10 p.m. Pacific time. Spanish-speaking tutors are available for math and science homework help Sunday through Thursday from 1 p.m. to 7 p.m. Pacific time. Parents can be assured that every tutor has completed a third party background check and a comprehensive training program.

**The Arcadia Public Library's licensing agreements strictly prohibit remote classroom use unless each student uses his or her own Arcadia Public Library card to gain access.*

The Arcadia Public Library website also has numerous links to other interesting and useful websites. We invite you to take a few minutes to explore it. For Children's information, click on Children's Services on the Library's home page. For older students and adults, you might find the Links, Lists, and Study Guides helpful.

Arcadia Public Library
20 West Duarte Road
(626) 821-5567

<http://library.ci.arcadia.ca.us>

Hours: Monday – Thursday 10 a.m. to 9 p.m.
Friday & Saturday: 10 a.m. to 6 p.m.