

Dear Teacher,

Thank you for your interest in visiting the Soldotna Public Library! We are excited to offer you several different options for your class visit. If you don't see one that will fit your class needs, please contact us and we may be able work together to plan something specific.

### **Library Orientation**

Library orientations are offered throughout the school year and should be scheduled at least two to three weeks in advance. A library orientation consists of a walking tour and a Q&A session during which we will present students with an overview of the resources we offer, talk about library etiquette, and provide general information such as how to check out items, get library cards, and find items on the shelf. A regular orientation and Q&A will take about forty minutes. Specific options for activities following an orientation are as follows:

- Lego Challenge. Kids are presented with a scenario and are challenged to build their answers. Allow an hour.
- Scavenger hunts. Generally suitable for ages 7 and up. Younger kids may be paired with older buddies who can read well. Allow 45 minutes to an hour.
- Resource-specific. A tour followed by a more in-depth look at using library resources. Introductions to the Dewey Decimal system, call numbers, and catalog searching, as well as use of the SLED database system. Allow 30 minutes for resource discussion and 45-50 minutes for an additional scavenger hunt.

### **Class Visits**

Consider making a class visit to the library part of your regular weekly or biweekly activities to allow students to check out and return their items, and to practice their library skills. Class visits do not have to be scheduled, but we'd appreciate a phone call or email at the beginning of the year to coordinate with other teachers so these visits don't overlap!

### **Getting Library Cards for Your Students**

*Library orientations are the only times when students may receive cards with no parents present!*

- Print applications via the library website and send home with students
- Check each completed form against school records for
  - the current mailing address
  - the correct name of the parent or guardian
- Bring all forms to the library front desk at least **two weeks prior** to your scheduled orientation
- Receive the cards at the end of your class's orientation visit!

Please note that if any required field is incomplete, or if the child already has a library card, we won't be able to process the application and the child will have to come in with their parents or legal guardian to fill out another form.

Please contact Leslie or Linda at 907-262-4227 if you have further questions, or to schedule a visit!