

Dear Community Partner,

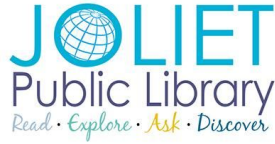
The Joliet Public Library is pleased to announce the creation of an Outreach collection for local Joliet businesses, schools, teachers, government and non-profit organizations. This service is limited to Joliet business, institution and educator cardholders.

The collection includes thousands of quality reading materials suitable for pre-Kindergarten through High School youth, and is intended to be a zero risk way to provide materials to children to use at your organization, or for children to take home to read at their leisure.

To enroll as a partnering agency, we ask that you review the following parameters for how the Outreach collection is intended to work, and that you also sign the accompanying agreement:

### **HOW IT WORKS**

- Each book tub contains a maximum of 50 items. Tubs with books for younger readers (ie. Board Books, Easy Readers, Easy Fiction, Easy Nonfiction) will hold more items than tubs with books for junior high and high school readers (ie. Juvenile Fiction, Juvenile Graphic Novels, Young Adult Fiction, Juvenile Nonfiction).
- There is no limit on the amount of tubs an organization may check out at any given time.
- Each tub circulates for 9 weeks/63 days, and may be renewed.
- Outreach items do not accrue fines. We request that all books in a given tub be returned together to Joliet Public Library on time (or retrieved by library staff, upon request). Books that are not returned with their tub will not be billed to the institution or to the family.
- Outreach books are encouraged to leave your site to go home with children. We do ask that educators track which child has selected which book(s) when the child has taken the material(s) home. We suggest that children who have not returned books to your organization be limited from taking additional books home until their books are returned.
- If you prefer a customized tub with specific topics or specific titles, we are happy to provide you with those through our existing Curriculum Kit service. Please visit the "Educators page" under the "Special Interest" menu on our webpage to find out more.



**Joliet Public Library Outreach Collection Agreement Form**

Once your organization is ready to utilize the Outreach collection, please have your Business Owner, Chief Executive Officer, Local Administrator or Property Manager return this agreement to us via physical mail, in person, or by email at [teacher@jolietlibrary.org](mailto:teacher@jolietlibrary.org). We are also happy to retrieve the Agreement Form at our next visit, and to check out an Outreach Tub to you in advance while you prepare the application!

*I agree to the above parameters for use of the Outreach Collection:*

*Institution/Business/Nonprofit/School District:* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Print Name:* \_\_\_\_\_ *Job Title:* \_\_\_\_\_

*Email:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

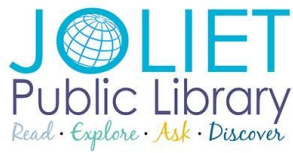
*Physical address of Business, School or Nonprofit where Outreach Collection will be used. For agencies with multiple addresses, please addresses separately, or write "Unrestricted" if the collections may be used at each of your sites:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*My institution already has a library card (please circle one):*      Yes      No      Unsure

*Please list the names of employees who may directly request Outreach collections. Include a separate sheet if necessary. If this service is available to all employees, write "Unrestricted."*

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## REQUESTING OUTREACH COLLECTIONS FOR YOUR CLASSROOMS OR AGENCIES

To request an Outreach tub, simply email [teacher@jolietlibrary.org](mailto:teacher@jolietlibrary.org) with the following:

- The Business, Institutional or Educator Name found on your library card (see below for information on how to obtain a library card)
- The name, telephone number and email address of who will be utilizing the tub
- The number of Outreach tubs requested
- The Age(s) and/or Grade Level(s) or Reading Level(s) requested
- The pickup date and branch requested, or delivery date requested

**Questions about the Outreach Collection? Contact: Laura Yanchick**, Youth Services Manager at [lyanchick@jolietlibrary.org](mailto:lyanchick@jolietlibrary.org), or Catherine Y. Adamowski, Deputy Director, at [cyanikoski@jolietlibrary.org](mailto:cyanikoski@jolietlibrary.org).

**Questions about Curriculum Requests or Educator Accounts?** Contact us at [teacher@jolietlibrary.org](mailto:teacher@jolietlibrary.org) or 815-846-3123

## NEED A JOLIET PUBLIC LIBRARY CARD? LET US HELP!

Businesses, educational institutions, non-profit agencies and local government organizations residing within the Joliet Public Library service boundaries are invited to obtain one of the following library card types:

### **Business Owner Library Cards**

Business library cards are offered to businesses that own or rent property located within the taxing areas of Joliet, and are valid for 1 year.

The business owner or manager may apply for a card in person by filling out an application. A document or letter issued by the administrator or owner and presented by a business employee, thereby giving permission for the library to create an account on behalf of the organization, may also be considered.

One item of current documentation that shows the signer's name and the name and address of the business must be presented to furnish proof of business operations, such as a business license, property tax bill, utility bill or lease agreement. A current photo ID such as a driver's license or state identification card of the business owner, manager, or person granted permission to apply for a Business card, is also required.

## **Institutional Library Accounts**

Institutional accounts are offered to educational, civic, and non-profit organizations that own or rent property located within the taxing boundaries of Joliet. Institutions which reside outside of the taxing areas of Joliet, or which are civic and do not pay, can receive public library services through the implementation of Intergovernmental Agreements, which must be approved by the Joliet Public Library Board of Trustees, and the organizations' governing Board. Institutional cards are valid for 1 year. This card is not intended for personal use.

## **Educator Library Cards**

Educators who personally live within the City of Joliet library taxing boundaries may apply for an educator library card, which can be used to check out materials and to access Joliet Public Library's electronic databases. Use of this library card is intended for educational purposes, and is limited for use at Joliet Public Library only. Check out for print materials is extended for 9 weeks through the use of this library card. Checkouts of hotspots and interlibrary loans are not permitted. Educator cards are valid for the school year, and will expire on September 1st annually; they can be renewed.

Educators who work in educational institutions residing within the City of Joliet boundaries, or serving Joliet residents, may qualify for a library card through the creation of a Business or Institutional account, mentioned above.

If your institution is not located within Joliet Public Library's taxing area but is interested in attaining library permissions for students or staff through the pursuit of an Intergovernmental Agreement, please contact Deputy Director, Catherine Y. Adamowski, at [cyanikoski@jolietlibrary.org](mailto:cyanikoski@jolietlibrary.org), or 815-846-6519.