

## **LIBRARY SERVICES**

Laminating – Laminating will be done by the librarian and/or trained personnel only. Laminating will be completed within 24 hours of request. The maximum width of items to be laminated is 24 inches. The cost of this will be deducted from your classroom budget. (Personal laminating can be done for a cost of \$.25 per foot)

Binding - The library has a binding machine. Binding will also be done by the librarian and/or trained personnel only. Binding will be completed within 3 working days provided the correct sizes of plastic binding rings are available. If you anticipate needing a large supply of binding rings, be sure to let the librarian know so she can have them on hand. The cost of the binding rings will be charged to your classroom budget. (\$.08 to \$.30 each depending on the size of the binding ring)

Poster Maker-The poster maker will be operated by the librarian and/or trained personnel. Posters will be printed within 24 hours of request. You will need to bring the item/s to the librarian and request the size and color of poster you need. The colors are limited to Black, Green, Red and Blue. The cost will be charged to your classroom budget. (Personal posters can be made for a cost of \$1.50 per foot)

Books - Elementary If you need a selection of books to be kept in your room, make arrangements with the librarian.

**WE ENCOURAGE CHECKING OUT CLASSROOM SETS FOR A.R. REDING. THIS HELPS ELIMINATE HALL TRFFIC AND INTERRUPTIONS.**

Jr. High/High School – If you need a selection of books covering a specific area to be kept in your room, contact the librarian.

If you re going to cover a specific area and we do not have any books that cover that subject, let the librarian know so she can purchase them. Or if you have any suggestions for books that we do not have, let her know.

Die Cuts - The library has approximately 100 various die cuts available for your use. The librarian and /or trained personnel will be happy to cut these for you if given sufficient lead-time. (*We discourage students from using this equipment as they have not been instructed on the proper use and have damaged the equipment in the past.*)