

# Collaboration Between School and Public Libraries: Best Practices

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## **Purpose Statement**

TBW

## **Opportunities for Collaboration**

School literacy events  
“Back to School” events  
School library orientation classes  
Public library reading programs  
Author visits to schools or public libraries  
Teacher appreciation events

## **Teacher Librarian Best Practices**

Teacher Librarians call their local public library and ask for the children’s or youth services librarian and introduce themselves. She/he should also notify the principal in their school that there will be collaboration between the school library and the public library.

Teacher Librarians monitor teacher projects within their building (through emails, RSS feeds, face-to-face meetings, etc.) and inform public librarians of large projects which might require the use of their materials. Depth and breadth of these projects should be provided so that public librarians can assist with homework help as necessary.

Teacher Librarians monitor local and county public library events and publicize these within their school by making (or distributing) flyers, posting to an internal website, or other such means to promote within the school community.

Teacher Librarians may invite children’s/youth services librarians to district meetings when the topic might further cooperation between them, or Teacher Librarians may pass along pertinent information from these meetings when it seems appropriate.

## **Public Youth Services Librarian Best Practices**

Public Librarians contact school librarians in their area and introduce themselves and express a willingness to collaborate.

Public Librarians provide information and marketing materials for public library reading programs to school librarians.

Public Librarians notify local Teacher Librarians of grade appropriate library events for publicizing within their schools and provide marketing materials when needed.

Public Librarians publicize noteworthy school literacy events within the public library.

Public Librarians may offer to share booklists with school librarians for distribution to their teachers and students, and assist in creating specialized lists when requested.

Public Librarians may offer to provide in-school or in-library programs (such as booktalks, library tours, database trainings, and literacy events) for individual classes or school assemblies.

### **Administration and Association Best Practices**

ULA / UELMA should encourage their members to belong to, attend, and participate in annual meetings as they are able. If members are unable to attend they should be directed to content that has been saved on the appropriate organization's website or send a representative who can report at the next staff meeting.

Webmasters for these entities post lists of both public and teacher librarians and their contact information.

State Children's and Youth Services Coordinators encourage cooperation between all types of librarians and pass on any helpful or relevant information pertaining to this topic.

School Principals, District Media Specialists, Public Library Directors and Branch Library Managers encourage collaboration between school and public libraries by providing support, resources and work time whenever possible.

District Media Specialists encourage collaboration between these types of libraries and invite a public librarian or representative from the county to district meetings when appropriate.

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