

All About the Public Library: For Teachers

What is available at the library?

Lake Agassiz Regional Library (LARL) branches provide newspapers, magazines, books, maps, videotapes, DVDs, CDs, Discover Your Library Kits, microfilm, reference materials, pamphlet files, artwork and local government documents. Library services also include online full-text magazine databases, and computers for Internet use and word processing.

Can the library tell me if there is information available on my class assignment topic?

Yes. Please tell us about your projects in advance, so we may assist you better.

Will library staff gather materials from the shelves for my class?

Yes. We will pull titles from the shelves and have them waiting for you to review and pick up at the check-out desk. We can also designate materials for in-library use only.

Can my students get reference help for assignments over the phone or online?

Yes. We help students over the phone if the question can be answered fairly quickly. They can also visit LARL's Web site, www.larl.org, to Ask A Librarian or visit one of our many helpful links.

Can my students request items from other libraries in our network?

Yes. If the item is currently available, these requests generally take up to one week.

How many items may I check out?

First time borrowers are limited to three items. After two weeks, the following limitations apply:

- Artwork - **one**
- Compact Discs - **eight**
- Talking Books/CDs - **four**
- Talking CDs - **four**
- Entertainment Videos - **three**
- Instructional Videos - **ten**
- DVDs - **three**
- Discover Your Library Kits - **one**

Newspapers, current magazine issues, microfilm, and computer software may be used in the library only.

For how long may I borrow items?

- Most books and art work - **four weeks**
- New books, high demand titles, magazines, pamphlet files, CDs, and maps - **two weeks**
- Instructional and entertainment videos, and DVDs - **one week**
- Selected reference materials - **overnight** (from one hour before closing to one hour after opening)

How do I renew items?

Any circulating item may be renewed once if no other person has requested it. Materials may be renewed at the library, over the phone, directly on the public catalog in the library, or at www.larl.org.

Can I check out materials for my students?

Yes, but you take full responsibility for their use and return.

Are there fines for overdue materials?

Yes. A service charge is assessed immediately on late overnight and Interlibrary Loan items. A service charge is assessed after 28 days on two week and four week items.

Can magazines be checked out?

Yes. The back issues of most magazines may be checked out for 2 weeks. The current issues of magazines do not circulate, but the students may make photocopies for ten cents per page.

Can my students obtain items from other libraries through InterLibrary Loan (ILL)?

Yes. Students who reside in Minnesota may request materials through ILL. ILL requests generally take up to three weeks to obtain. This service is also available through your school library.

How do I arrange for a class visit to the library?

Simply call your local library (see listing on back). Class visits may be tailored to a specific assignment, and may include tours, storytelling, book talks, online research database, Internet instruction, research skills, and an overview of reference sources.

How do I access the Lake Agassiz Regional Library's Web Catalog?

Lake Agassiz Regional Library's (LARL) Web site, located at www.larl.org, allows one to search the catalog and request books over the Internet. In addition, MnLINK offers a statewide search of items in school and public libraries. These items can be requested through InterLibrary Loan.

What other services are offered for teachers?

LARL's Web site, www.larl.org, has links of selected interest sites arranged by subject, including Homework Help. There are links for kids divided by age. The Reference Desk has a list of search engines, links to newspapers around the world, reading resources, and Ask A Librarian. In addition, LARL provides access to NoveList (a site dedicated to finding great fiction), Poem Finder, EssayFinder, StoryFinder, and ReferenceUSA (a directory of business and residential information).

Lake Agassiz Regional Library Branches:

Ada Public Library

218-784-4480

Bagley Public Library

218-694-6201

Barnesville Public Library

218-354-2301

Breckenridge Public Library

218-643-2113

Climax Public Library

218-857-2455

Crookston Public Library

218-281-4522

Detroit Lakes Public Library

218-847-2168

Fertile Public Library

218-945-6137

Fosston Public Library

218-435-1320

Hawley Public Library

218-483-4549

Mahnomen Public Library

218-935-2843

McIntosh Public Library

218-563-4555

Moorhead Public Library

218-233-7594

Regional Office

1-800-247-0449