



THE CITY OF SAN DIEGO

Tips for Teachers

San Diego Public Library.



Central Children's Room 619/236-5838

Balboa	858/573-1390
Beckwourth	619/527-3404
Benjamin	619/533-3970
Carmel Mountain	858/538-8181
Carmel Valley	858/552-1668
City Heights	619/641-6100
Clairemont	858/581-9935
College/Rolando	619/533-3902
Kensington	619/533-3974
La Jolla/Riford	858/552-1657
Linda Vista	858/573-1399
Logan Heights	619/533-3968
Malcolm X	619/527-3405
Mira Mesa	858/538-8165
Mission Hills	619/692-4910
Mission Valley	858/573-5007
North Clairemont	858/581-9931
North Park	619/533-3972
Oak Park	619/527-3406
Ocean Beach	619/531-1532
Otay Mesa	619/424-0474
Pacific Beach	858/581-9934
Paradise Hills	619/527-3461
Point Loma/Hervey	619/531-1539
Rancho Bernardo	858/538-8163
Rancho Penasquitos	858/538-8159
San Carlos	619/527-3430
San Ysidro	619/424-0475
Scripps Ranch	858/538-8158
Serra Mesa	858/573-1396
Skyline Hills	619/527-3485
Tierrasanta	858/573-1384
University Community	858/552-1655
University Heights	619/692-4912

Youth Services

2005

Loan policies

Fines:

- **Materials for Children: .10/day**
Maximum \$5.00/item, Video fines \$2.00/day, maximum \$10/item
- **Materials for Adults: .25/day**
Maximum \$10/item, Video fines \$2.00/day, maximum \$10/item
- **Loan period for all circulating books is 21 days.**
- **Loan period for videos & DVD's is 7 days.**
- **All items may be renewed once.**



This information will be made available in alternative formats on request.

A Message to Teachers

The San Diego Public Library knows the importance of literature in children's lives. We also understand the crucial role school teachers play in creating life-long readers. We hope to make your job easier and to provide an enriching experience for you

and your students.

The Staff of the San Diego Public Library look forward to seeing you at the library.

Introducing your class to the Library

One great way to introduce children to the world of literature is by planning a trip to the library.

- Please schedule class visits at least three weeks in advance.
- Class visits may include library card registration, tours, age appropriate storytimes, booktalks and research skills.

Library Cards

- At least three weeks before the class visit, come to the library or call and request applications for parents to fill out for each child.
- Before you return the library card applications to the library, please make sure that all forms have been completely filled in, including the child's signature, parent's signature and I.D. (if available.)



- Two weeks before the visit, please return the completed applications to the library.
- Library cards are valid for two years, and may be used and renewed at any San Diego public Library.

Special Programs

Storytelling, music, magic, puppet shows, and crafts are planned throughout the year. Please make an appointment for your class for these highly popular events. Other programs can also be arranged.



Ways you can help:

- **Notify** the library of school assignments in advance.
- **Consult** with the librarian when preparing reading lists. The library may not own some of the books you require. We may be able to recommend new or special titles. The library has also developed reading lists which are available to you.
- **Schedule** class visits at least three weeks in advance, and let us know of your particular needs.

CHILDREN'S COLLECTION

Materials: Books, magazines, videocassettes, DVD's, audiocassettes, compact discs and software are available to borrow.

Reserves: Materials available at other city branches or Central Library may be requested by phone and sent to your branch for free. A \$1.00 fee is charged for computer generated reserves where you will be notified by mail.

Teacher Collection: bibliographies, lesson plans, educational issues, classroom ideas, big books and storytime book kits are available at the Central Library.