August 21, 2023

Dear Parent or Guardian,

San Diego Unified School District has embarked on an exciting new partnership with San Diego Public Library to ensure all students have access to materials and services necessary for their educational success. Starting this school year, the Library and School District will begin automatically registering students for a San Diego Public Library Student EXCEL Library Card. Once the students receive their card, they will need to bring their San Diego Unified School Student ID number and their EXCEL card to any of the 36 San Diego Public Library locations to activate.

The EXCEL card will provide students with instant access to the following free library resources:

- Books and audiobooks
- Access to online homework help tutors
- In-library computer usage, with access to Word Processing and the Internet
- Online access to newspapers, magazines, and other digital resources

The Library also provides places to study and collaborate with others and many free, engaging events and activities to stimulate learning and creativity. There are no late fees on materials turned in past their due date or fines for lost or damaged materials.
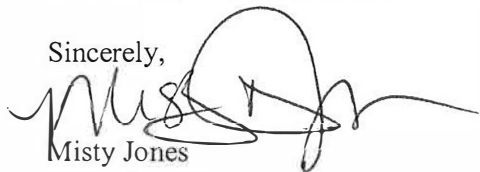
With this card your child has access to a broad selection of library materials to serve the informational needs of people of all ages. Libraries contain some printed, audiovisual, and electronic materials that some parents occasionally find objectionable or inappropriate for their children. Because our staff does not monitor the choices a child makes, we suggest you be aware of what materials your child borrows from the library. The responsibility for any restrictions on a child's borrowing privileges rests with the parent or guardian.

To guarantee privacy for each individual, California law mandates confidentiality of registration and borrowing records and San Diego Public Library policies and procedures carry out that intent. Library staff can only provide information about an account with the cardholder's permission, regardless of the cardholder's age or relationship to the person making the request.

We look forward to many years of serving your family by meeting your and your child's reading and informational needs. If you do not want your child to have a library account, simply do not activate the card and return to your child's teacher.

For more info see the attached Information Sheet or visit us online at www.sandiego.gov/excel

Sincerely,

Misty Jones
City Librarian

Student EXCEL Library Card
Information Sheet

Through a partnership with the San Diego Public Library (SDPL), San Diego Unified School District (SDUSD) offers an exciting opportunity for students with the Student EXCEL Library Card, an innovative way for students to access resources of the public library system.

<u>Your student will automatically be enrolled in the Student EXCEL Library Card with the San Diego Public Library.</u>

The EXCEL Card allows SDUSD students to…

- Borrow up to 3 books or audiobooks from any San Diego Public Library location.
- Borrow up to 5 eBooks from our eCollection.
- There are no fines for overdue items or fees for lost or damaged books.
- Receive free online, one-on-one homework tutoring in English or Spanish in all major subjects.
- Use public library computers at any of the library locations.

Parents are responsible for their children's use of library resources.

FAQs

How does my child use their library card? They will need to bring their EXCEL card along with their student ID number into any of our 36 public library locations to activate.

- They will need to know their pin to access online resources. Their 4-digit pin is automatically designated as their birth month and birthday (Example: May 1 is 0501)

What student information will San Diego Unified School District share with the San Diego Public Library? 1) Student's Name, 2) School, 3) Student ID number, 4) Student's Date of birth. The San Diego Public Library has signed an agreement not to share student information with other entities.

What if I want my child to have full access to San Diego Public Library services and materials? A full access SDPL card gives your child access to up to 100 items. If you would like to receive a traditional, full access card, you may do so by visiting any SDPL location.

What if my child already has a San Diego Public Library Card? If your child already has a card with SDPL, then your child will have two cards and can use both as needed.

What if I don't want my child to participate in the Student EXCEL Library Card Program? If you do not want your child to have a library account, simply do not activate the card and return it to your child's teacher.

What if my child loses his/her card? Your child can visit any SDPL library location with their student ID number and will be issued a new card at no cost.

Where do I return books that I check out from the San Diego Public Library? – They need to be returned to any of the 36 library locations. The lending period for books is 30 days and they can be renewed if they have not been requested from another library user. The lending period for eBooks is 21 days and they are automatically returned on their due date.

How long can my child use the card? Students can use their card until they turn 21 years of age.

For more information, visit us online at www.sandiego.gov/excel