

In supporting Livingston County schools, Lillian DesMarias Youth Library is committed to promoting academic excellence by providing a variety of services to students and teachers throughout the academic year. Our desire is to provide individualized help to all of our patrons. We are excited to offer our Teacher Tote program.

A Teacher Tote is a librarian curated collection of youth books related to one topic. These Totes are designed to supplement instruction and enhance your curriculum. There is a five-item minimum requirement for our staff to curate a themed Teacher Tote. We ask that you allow 2 weeks advanced notice when requesting a Teacher Tote. We are able to guarantee services as long as our time commitments and staffing allows.

When making your request, please utilize the attached form. If you have a particular lesson plan that would be helpful in selecting materials, please provide a copy of that as well.

Materials must be checked out with an active school card and have an increased loan duration of six weeks, with the option to renew for additional time if the items do not have any active holds. There may be limits on certain library materials such as high demand items. If your Teacher Tote contains materials through our Missouri Evergreen consortium, normal restrictions apply to these particular items and loan duration is limited to three weeks.

Teacher Tote materials are not subject to fines but the library card holder is responsible for any fees associated with lost or damaged items. The teacher requesting the Tote is responsible for pick up and return.

Teacher Totes can be requested via email at [jodi@livcolib.org](mailto:jodi@livcolib.org) When your Tote is ready you will be notified and may pick up your items at the Lillian DesMarias Youth Library during normal business hours.



## **Lillian DesMarias Youth Library Teacher Tote Request**

School:

Today's Date:

Teacher First & Last Name:

Date Tote Needed:

Teacher e-mail:

Length of Time Needed:

Subject/Theme for Teacher Tote:

Number of Items Requested:

Fiction  Non-Fiction  Both

Grade Level:

Specific Authors:

Specific Titles:

Lesson Plan/Curriculum Objective: