

Date: \_\_\_\_\_

Dear Educator:

Today \_\_\_\_\_ came to the \_\_\_\_\_ branch of the library to obtain materials for a class assignment. Unfortunately, the student was unable to successfully use the library because:

\_\_\_\_\_ All circulating materials on this topic were checked out.

\_\_\_\_\_ Materials had to be requested from another library branch/system and the student is waiting on their arrival.

\_\_\_\_\_ This location of the Johnson County Library had limited reference materials on this topic.

\_\_\_\_\_ There were no materials on this subject at the appropriate grade/reading level available.

\_\_\_\_\_ Your student indicated that the library's subscription databases were unacceptable for this assignment. [Please note: these contain professionally edited and/or peer reviewed content of the caliber you would find in encyclopedias, reference works, magazines, and scholarly journals. Additionally, many resources formerly in print are now only available electronically. Ex. *Culturegrams*]

\_\_\_\_\_ The requirements of the assignment were unclear to the library staff member assisting the student.

\_\_\_\_\_ Other reason: \_\_\_\_\_

### **Notes and Tips to Help Your Students Get the Most Out of the Library:**

- When many teachers assign similar topics around the same time, our collection can become depleted.
- Our library system has adopted a “floating” collection, meaning that materials stay at the library location where they are returned. If materials are available for checkout elsewhere, your student may have to wait 2-3 days minimum for them to be delivered to their library location of choice. This can add significant time to the research process.
- The best way to assure that your students will be able to successfully find materials in the library is to pre-search their topics in our catalog: [www.jocolibrary.org](http://www.jocolibrary.org) . If you need assistance, we are happy to help (see contact info below).
- The library frequently acquires content from magazines, newspapers, scholarly journals, encyclopedias, and more in subscription databases accessible online. We frequently turn to these for full-text access to content continuously updated by publishers. These allow us to collect many more publications than we have room for on our physical shelves! They are accessible from our website using your library card number and PIN. Try [www.jocolibrary.org/homework](http://www.jocolibrary.org/homework) or [www.jocolibrary.org/research](http://www.jocolibrary.org/research) to discover more.
- Students find our databases handy because they can email their research to themselves (no more lost papers!) and many databases geared towards students will generate citations automatically, meaning more time thinking critically about the topic and less time stressing over correct works cited pages.
- If you'd like our help in introducing your students to online research, we would be happy to work with you and your school librarian to develop skills integrated with their assignments.

Please contact our staff with any questions you might have.

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