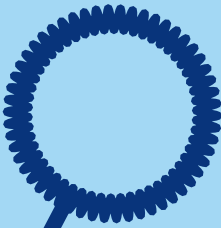


# OPENING THE MINDS OF CHILDREN

AN EDUCATOR'S RESOURCE GUIDE  
TO THE LIBRARY



616.988.5400 • [www.grpl.org](http://www.grpl.org)

# WELCOME

The Grand Rapids Public Library offers multi-faceted opportunities for students, from preschooler to college age, to learn about Library resources and experience the many programs and services available. For more information on any of these opportunities, please contact the Youth Services Department at 616.988.5400 or email [tours@grpl.org](mailto:tours@grpl.org).

## LIBRARY TOURS

The best way for a child to learn to value the Library is to visit one of our eight facilities. The Main Library, located in downtown Grand Rapids, has one of the largest and most comprehensive children's and teen collections in the state. Tours can be tailored to meet the needs of your lesson plan and your students.

So that the Library staff may answer your questions, assist your students, and have available as many resources as possible to fulfill your students' needs, we ask that you follow these guidelines when visiting the Library:

### Class/Group Visits to the Library

Please contact us at least two weeks before your visit to any Grand Rapids Public Library location so that we can have the materials you need ready and adequate staff to help your class or group (up to 50 students). We offer many opportunities including tours, storytimes, or Library orientations. Call 616.988.5400 or email [tours@grpl.org](mailto:tours@grpl.org) to schedule your visit.

### Informal Visits

Planning an informal class visit? We would still like to know. You will avoid conflicts with groups that have already scheduled a visit and ease demand on limited resources and public computers—and your students will be more likely to enjoy their visit!

## PREPARING FOR YOUR TOUR

### Parking at the Main Library

Teachers, teaching assistants, and parents and/or chaperones not arriving by bus should park in the gated lot next to the Main Library. Access to the lot is off Library Street. Please bring in your parking ticket to be validated for one hour of free parking.

### Library Cards

Please remind students to bring their library cards when they visit the Library. If your students do not have a library card, we would be happy to provide you with library card applications before your visit. Students will need to visit a Library and complete the library card application with their parent or guardian (if the student is under 18). A library card can be issued when the application is complete. Please encourage parents to visit a Library to apply for their card several days prior to the class's visit to the Library.

### Check Out Limits

There are limits on the amount of material that can be checked out. As a rule of thumb, we ask that students on a tour only check out the amount of material they can carry in their arms. Please encourage them not to deplete a subject area or collection of one author's works. Items for check out should never be placed in bags, backpacks, etc. prior to being checked out.

# RESOURCES

## FOR YOUR CLASSROOM

### Classroom Collections

If you are a teacher in the City of Grand Rapids or a home school instructor, the Youth Services Staff at the Main Library can prepare a collection of books for use in your K – 8 classroom. A collection of up to 30 items may be checked out for the normal three-week period on the teacher's library card. Teachers are responsible for picking up the materials at the Youth Services desk and for returning the materials. Requests for this service should be made at least two weeks in advance. To assemble a collection, staff need the teacher's library card number, subject requested and grade level.

If you have specific titles in mind, please drop off a list of your preferred materials to the Youth Services Department. Or fax it to us 616.988.5447 We will be happy to compile the items for you (pending availability). If there are no holds on the items, they may be renewed once.

### Planning Assignments

The Grand Rapids Public Library is a popular lending library and the Youth Services staff can assist you in developing a particular assignment. Contact the Youth Services staff at 616.988.5400 to help. They can suggest updated reading lists and substitute titles for assignments where subject areas are depleted quickly. By notifying the Library of future class assignments, it is possible for us to transfer materials on that topic from other locations so that materials are ready when you visit. To avoid running out of materials on a particular subject, we suggest that teachers require a variety of sources, such as magazines, books, online resources, etc., as opposed to strictly books and/or reference encyclopedias.

### Speakers

We can provide speakers for faculty meetings, parent interest groups, PTO events, and much more. Our librarians can introduce your group to Library services and programs, or instruct in using Library resources.

# RESEARCH

## AT THE LIBRARY OR ONLINE

### Online Catalog

Our online catalog is available anytime, anywhere by visiting [www.grpl.org](http://www.grpl.org). Look for the Catalog link. Not finding resources on your topic? Contact us for suggestions on subject terms, specific titles, and more.

### Booklists

Our staff have created a wide variety of booklists to make your search for materials easier. In addition to specific subject areas such as dinosaurs, the five senses, Michigan authors, and back to school books, we can suggest reference titles such as *A to Zoo*, a subject listing of children's picture books. Find our booklists by visiting [www.grpl.org](http://www.grpl.org) and looking for the Kids' Page or the Teen Page.

### GRPLpedia

What is GRPLpedia? A collection of wiki articles created for you by our librarians to help you find the information you need. Our articles cover a broad range of subjects, including research guides, special event information, reader resources, information about our community, and even Spanish language resources. Each wiki pulls together resources on these subjects from our online catalog, our magazine and newspaper databases, and respected links on the internet. Search these guides by visiting [www.grpl.org](http://www.grpl.org).

### Online Databases

Our online databases provide articles from thousands of magazines and newspapers, as well as encyclopedias, dictionaries, biographical resources, and much more. Access these powerful research tools for free anytime, anywhere over the internet by visiting [www.grpl.org](http://www.grpl.org).

# PROGRAMS

## FOR YOUR STUDENTS

### Programming for Children and Teens

We provide a variety of programs for the specific interests of children and teens year round, including Storytimes for younger children at all eight of our locations. Also look for special events just for children and teens during African American History Month, Hispanic Heritage Month, and Celebration of the Book.

### One Book, One City for Kids

Join the entire City of Grand Rapids in reading the chosen book. Students can participate in special events and programs related to the book—there may even be a chance to meet the author! Books chosen are generally at the 4th grade reading level.

### The Mayor's Book Club for Kids

Each month the Mayor visits a school, daycare center, or library to read a book to the kids. Everyone else can read along too by picking up a bookmark listing all of the books the Mayor will be reading. For readers at the 3rd grade reading level and under.

### Summer Reading Program

We all know that in order to maintain their reading level, not to mention increase it, students need to read over the summer. Each year the Library provides an opportunity to do so through the Summer Reading Program. Promotional fliers are distributed to every school in the City of Grand Rapids listing all our Summer Reading Program activities. Encourage your students to join!

# COLLECTIONS

## AT THE MAIN LIBRARY

### Grand Rapids History and Special Collections Department

Newspapers, books, maps, photographs, and other items related to the history of Grand Rapids and the surrounding area are available in the Grand Rapids History and Special Collections Department. The department offers various guides to collections to help explain the materials and how to use them and Library staff are happy to assist in developing reading lists and specific projects. However, because materials in the department do not circulate, we appreciate advance notification of class assignments.

### International Languages Collection

Our collection includes materials in Spanish, Vietnamese, Chinese, Bosnian, and Serbo-Croatian. We also have smaller collections of materials in French, German, Italian, Japanese, Polish, Portuguese, and Russian. Besides books, we offer audio books and graphic novels. International language films and music can be found within the Library's general collection.

### Test Preparation & College Resources

We have resources to help students prepare for, choose, and plan finances for college. We carry many test practice guides for the ACT and the SAT, as well as AP guides for subjects such as English, Chemistry, and American History. To choose the perfect school, check out our college directories and books like *The Insider's Guide to Colleges*. Students can learn more about paying for school with books like *College Money Handbook* and *Scholarships, Grants and Prizes*.

### Career Collection

Our large Career Collection features books that describe the requirements, pay, and prospects of thousands of careers. Students can access the *Encyclopedia of Careers and Vocational Guidance* as well as the *Occupational Outlook Handbook*.

# 8 EASY LOCATIONS

## MAIN LIBRARY

111 Library Street NE • 49503  
616.988.5400

## MADISON SQUARE BRANCH

1201 Madison SE • 49507  
616.988.5411

## OTTAWA HILLS BRANCH

1150 Giddings SE • 49506  
616.988.5412

## SEYMOUR BRANCH

2350 Eastern SE • 49507  
616.988.5413

## VAN BELKUM BRANCH

1563 Plainfield NE • 49505  
616.988.5410

## WEST LEONARD BRANCH

1017 Leonard NW • 49504  
616.988.5416

## WEST SIDE BRANCH

713 Bridge NW • 49504  
616.988.5414

## YANKEE CLIPPER BRANCH

2025 Leonard NE • 49505  
616.988.5415