

Multiple Copy Collection for Classroom/Group Discussion User Guidelines

Brown County Central Library - Youth Services Department

515 Pine Street, Green Bay, WI 54301 - 920.448.5846

bc_library_children@browncountywi.gov

See the Annotated List of Titles here: browncountylibrary.org/educators

RESERVE Multiple Copies through the **Central Library Youth Services department** by calling 920-448-5846 or emailing bc_library_children@browncountywi.gov. You can request any number of copies up to the maximum available. Teacher/discussion guides can also be reserved for many titles. We have a limited number of Spanish editions available for some titles.

YOU WILL NEED a current Brown County Library Card (personal or educator card) to use the Multiple Copy Collection. For due date and renewal reminders, you will also be asked for an email address.

BOOKS ARE READY for pickup by the **1st of each month**. We will email or call you when your collection is ready. They will be ready to go in one or more handy canvas tote bags.

BOOKS ARE DUE BACK on the **26th of the month**. When you reserve each title, you may choose to borrow the collection for two months, if the books are available. Please plan to limit your use of the books to comply with the 26th due date in case another customer is scheduled to use the collection the following month. After the initial loan period, you may be able to renew on a month-by-month basis.

RENEWALS of due dates are possible only if another customer does not already have the books reserved for that time. Please call or email after the 15th of the month to ask about renewing for the next month.

PICKUP and RETURN all Multiple Copy Collections at the service desk in the **Central Library Youth Services department**. Please return the books in their tote bag with the Multiple Copy Collection slip you received at pickup. If you are waiting for one or more students to return their books, you may contact the Youth Services department about returning those copies that you do have collected in case another customer is waiting for them.

Please contact the Youth Services department to cancel your reservation if you no longer need it.

MISSING OR DAMAGED BOOKS, BAGS, AND GUIDES: You will be billed for the replacement cost of any lost or damaged books (varies per title), tote bag (\$15.00) and/or discussion guide (\$15.00 each). BCL does not charge overdue fines on Multiple Copies, but please remember that someone else may be waiting for the books you have borrowed.

ORGANIZE the Multiple Copy books in a tracking system that works for you and your students. We have tried to make it more convenient by numbering each book. Please do not mark them in any other way.

THANK YOU for introducing your students/group to our Multiple Copy titles and the ideas and discussion they arouse! Remember that BCL also provides a Teacher/Custom Collection Service, through which staff will gather books and materials for you on your requested topics, reading levels, etc. Contact the Youth Services department for details.