2023/24 Services Offered

- **Teacher Cards—How They Work**
  - Available to all teachers in the district regardless of where they reside.
  - All current teacher cards will expire at the beginning of each school year.
  - ThinkLink Teacher Portal fillable form for easiest request access found at [https://orionlibrary.org/orionthinklink/teacher-portal/](https://orionlibrary.org/orionthinklink/teacher-portal/).
  - To renew a card, applicant’s name must be on the human resources list provided by the Lake Orion School (private or public) to the library.
  - For new teachers, we will send applications to each school and pick them up or teachers can apply at [http://orionlibrary.org/get-a-card/](http://orionlibrary.org/get-a-card/).

- **Teacher Cards—Borrower Information**
  - All three-week material checked out on a Teacher Card will have a loan period of six weeks.
  - One-week, two-week or overnight loan periods remain the same for all patrons and are renewable (except overnight DVDs).
  - 60 item limit on card; all specific material type checkout limits apply.
  - Policies covering lost, damaged or incompletely returned material apply to these cards.
  - No overdue fines will accrue on this card. There will still be a charge for losses.
  - Use is for school lessons/programs only.
  - Cards can be used year round.

- **Material Requests & Pickup**
  - All material should be requested via the ThinkLink Teacher Portal found at [https://orionlibrary.org/orionthinklink/teacher-portal/](https://orionlibrary.org/orionthinklink/teacher-portal/), or from your OTPL liaison.
  - Requested materials can be picked up by the teacher or delivered to your school by our OTPL liaison.
  - Materials include books, CDs, DVDs, magazines, and kits.
  - This service is offered from September-June.

- **Student Cards**
  - All students receive an application for a library card when they register for school.
  - Students do not need to reside in the Orion Township Library district to receive a library card.
  - Students can pick up the library card at the library or it can be delivered to their school.
  - Cards can be used to access all eBooks and databases at school, home, and the library.
• Assignment Alert & Virtual Book Shelves
  o To better serve you and your students, please inform us if students need to use physical or digital library resources for large assignments. We request that you make all requests via ThinkLink Teacher Portal at https://orionlibrary.org/orionthinklink/teacher-portal/, or email your OTPL liaison.
  o Depending on if you need physical or digital material, librarians will pull materials or create a virtual bookshelf to share with your classrooms. Digital material will be delivered virtually, and physical material can be picked up or delivered to your school. Please allow us time to gather your materials.
  o This service is offered from September-May.

• ThinkLink Newsletter
  o Information about your library liaison, monthly programs at the library, and information about new materials and databases at the library will now be included in the Lake Orion Teaching and Learning newsletter.

Programs Offered for Classrooms
• To best serve you and your students, all programs and visits should be requested via the ThinkLink Teacher Portal found at https://orionlibrary.org/orionthinklink/teacher-portal/, or by emailing your OTPL liaison directly.
  *The following programs can also be offered virtually

• Author Studies
  o For grades K-12
  o Program length: 20-30 minutes
  o Students will learn about the author’s life, be introduced to author’s works, and learn about any awards the author may have won.
  o Librarians will read author’s books or excerpts from books.
  o Librarians will also prepare a digital bookshelf with all of the above to share with your classroom for student exploration on their own time.
  o This service is offered from October-May for all schools.

• Booktalks
  o For grades 3-12
  o Program length: 10-20 minutes
  o Librarians will introduce new books to students and teachers.
  o Students and teachers will receive a booklist of covered books.
  o This service is offered from October-May for all schools.

• Book Buzz
  o For grades K-5
  o Program Length: 15 minutes
  o Librarians will read one chapter of a book for your class!
- **Genre Studies, Cool Collections (Grades 2-5), or Interactive Digital Bookshelf**
  - For grades 2-12.
  - Program length: 20-40 minutes
  - Learn the characteristics of different genres-fantasy, mystery, historical fiction, and science fiction.
  - Learn about popular authors and books in each genre.
  - Listen to excerpts from each genre.
  - Librarians will also prepare a digital bookshelf with all of the above to share with your classroom for student exploration on their own time.
  - This service is offered from October-June for all schools.

- **Storytimes**
  - For grades K-2
  - Program length: 20-30 minutes.
  - A Librarian will read stories or plan group literacy activities for students.
  - This service is offered from October-June for all elementary schools.

- **Library Fieldtrip**
  - For grades K-12
  - Visit the library and learn about our services for kids and teens.
  - Can include information literacy and database instruction.
  - This service is offered from October – June for all schools

- **Other programs upon request**
  - Customized for all grades
  - In person or virtual
  - Program length: 20-60 minutes
  - Notify us two weeks in advance to design a program for your classroom. Tell us what you are studying and how we can help!
  - This service is offered from October-June for all schools.

### Programs Offered for Schools/Teachers

- **Participation in School Events**
  - For all schools
  - Program length: you let us know
  - Examples of events: virtual meet ups, math night, Back to School Night, road rallies, PTO events, etc.
  - This service is offered from September-June while in person school is in session.

- **Volunteer Coordinator**
  - For grades 6-12
  - Can work with groups to fulfill assignments and learning service hours
  - Contact: Lori Morris lmorris@orionlibrary.org
# 2023-2024 OTPL Liaisons

<table>
<thead>
<tr>
<th>School</th>
<th>School Media Specialist</th>
<th>OTPL Liaison</th>
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<tbody>
<tr>
<td>Blanche Sims</td>
<td>Debbie Manganello</td>
<td>Kerry Roman</td>
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<tr>
<td>Carpenter</td>
<td>Jeannine Crissman</td>
<td>Kerry Roman</td>
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<td>Orion Oaks</td>
<td>Abbie Stevenson</td>
<td>Kerry Roman</td>
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<td>Paint Creek</td>
<td>Jaclyn Shugart</td>
<td>Kerry Roman</td>
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<td>Stadium</td>
<td>Dan Dabrowski</td>
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<td>Webber</td>
<td>Heather Fleming</td>
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<td>Oakview</td>
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<td>Sabrina Halsey</td>
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<td>Scripps</td>
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<td>LOHS</td>
<td>Cathy Srock</td>
<td>Sabrina Halsey</td>
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<td>ECC</td>
<td>N/A</td>
<td>Halli Zalesin</td>
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<tr>
<td>St. Joseph</td>
<td>Anne Curcuru</td>
<td>Kerry Roman</td>
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