

Library Contact Numbers

Pre-School to 8th Grade	714-647-5258
9th to 12th Grade	714-647-6913
Fax number	714-647-5291
Email Youth Services:	larroyo@santa-ana.org
Email Young Adult Services:	ceberly@santa-ana.org
Email Adult Services:	plopez@santa-ana.org

Library Website

<http://www.santa-ana.org/library/>

Monthly Calendar of Youth Services Activities

<http://www.santa-ana.org/library/documents/yscalendar.pdf>

Online Catalog

<http://www1.youseemore.com/santaana/>

Helpful Hints for Teachers

- 📖 If you have a set limit on the number of items your students can check out, please notify library staff at the time of your visit.
- 📖 Library cards may be used only by the card holders. Students may not use other students' library cards to check out materials for their own use.
- 📖 Parents/Guardians' Responsibilities:
 - *Library application and card must be signed by the parent or guardian.
 - *By signing the application and card, parent /guardian assumes responsibility for overdue and other charges.
 - *Contact Santa Ana Public Library Circulation staff at 714-647-5250 regarding overdue and other charges.
- 📖 For your protection:
 - *Do not keep students' library cards or library materials.
 - *Forward all library overdue notices and parent communication forms to the students' parents or guardians.
 - *Advise students to return library books on or before the due date or they will incur late charges. Book drops are available at both Library sites.

Resources and Services Available Inside the Library:

- 📖 Homework Help and tutoring for students in grades K-12. **Library card required.**
- 📖 Computer and Internet Access. **Library card and parental permission required.**
- 📖 Online Catalog and Databases Access. **NO Library card needed.** (Remote access requires library card and PIN number).
- 📖 Activities your students may enjoy: Special monthly programs and workshops, Summer and Fall Reading Programs, storytimes, crafts, and much more.

SANTA ANA PUBLIC LIBRARY



Special Library Services For Teachers in Santa Ana

MAIN LIBRARY
26 CIVIC CENTER PLAZA
714-647-5258

NEWHOPE LIBRARY LEARNING CENTER
122 N. NEWHOPE ST.
714-647-6992



Teacher Loan

Santa Ana school teachers may obtain a Teacher Loan Library Card at the Main Library or the Newhope Library Learning Center. A current school identification and a photo identification with current residential address are required when applying for a Teacher Loan Library Card.

Books are checked out for 30 days with a Teacher Loan Library Card. There are no renewals. Teachers are responsible for all damaged, overdue, and/or lost library materials.

Please note that certain limitations do exist on the Teacher Loan Library Card. Contact a librarian for specific subject/material limitations. Items that are not eligible to be checked out on a Teacher Loan Card may be checked out for 14 days on the regular Santa Ana Public Library Card, which is free for teachers who live or teach in the City of Santa Ana.

Library Tours

Class tours of the Library may be scheduled to help students learn about library resources and services. The following activities may be available during a visit to the Library:

1. Tour of the Library.
2. Library skill instructions: Online Catalog, Dewey Decimal System, Book Care, Library Programs & Services, Policies and Procedures, and Online Databases
3. Storytelling.

A library tour needs to be scheduled at least three weeks in advance. Teachers may request and pick up library card applications when making the appointment. Library staff will contact teachers when students' library cards are ready for pick-up.

School Visits

Library staff are happy to visit classrooms during school hours to speak to students, parents, and/or attend special school events / functions. Requests should be made at least three weeks in advance and are subject to staff availability.

Selection Request

Teachers may request that library staff select specific items for their in-classroom use. Call the library one week in advance. Selected materials will be held for one week at the requested site. Items may be checked out on a Teacher Loan card or regular Santa Ana Public Library card. Please note that loan limitations do exist on these cards. Contact a librarian for specific subject/material limitations

Assignment Alert

The Assignment Alert Program enables the Library to provide adequate materials when students have a special assignment. Materials may be placed on Assignment Alert Reserve shelf for students to use in the library. Please notify library staff of an upcoming assignment / project that will require using the library for research. Advanced notice is vital for Library staff to effectively help students with their research needs.



For more information, please contact the Library at the numbers listed on the back of this brochure.