

DCS 3RD GRADE TOURS OF DECATUR PUBLIC LIBRARY

Part of the DCS-DPL partnership are the annual 3rd grade field trips to Decatur Public Library.

The DCS Foundation pays for the buses needed to transport students from their schools to DPL.

Typically the field trips take place January through March. At this time we are not for sure how COVID19 will affect field trips for the 2020-2021 year. Updates will be posted as soon as we know more.

All field trips are on weekday mornings from 8:30am to 10:00am to take advantage of the time when large groups of students can be allowed in the Library without other patrons or users being impacted.

THE SCHEDULING PROCESS IS AS FOLLOWS:

1. DPL Outreach contacts each principal to:
 - get permission for their 3rd graders to participate and
 - get the name of the person from their school who will be the point of contact and in charge of selecting the date for their trip.
2. Once the school has agreed to the trip, DPL forwards the list of available dates to the school for them to select their date.
3. Field trips last approximately 1 ½ hours. We know not all of the schools can be here by 8:30am, but as close as possible helps.
4. The school is responsible for contacting the bus shop and scheduling the bus for your field trip.

ON THE DAY OF YOUR TRIP:

Buses should pull into the Cherry Street circular drive (across from DCS Central Office). Buses may remain parked here until the tour is over. This is to insure the safety of the students. When buses are parked here children disembark directly to the sidewalk and reload the bus from the same position; they are never in the parking lot or on the street.

A DPL Staff member will meet you at the bus. We will ask you to separate your 3rd graders into 3 groups and we will direct each group to where it should go.

The groups will rotate through and each will experience 3 sessions:

1. A tour of the library, including introduction to staff members and what they do at the library. Introduction to services available in the Library and how to use the self-checkout kiosks.
2. Orientation to the Youth Services department, including the types of programs we usually offer (during non-pandemic times), especially Summer Reading, and the various resources available besides books.
3. How to use our Online Catalog and other resources, so that kids know how they can find the one book they want to read in all the books we have available. We also

briefly cover eBooks & other downloadables.

OTHER SCHOOL VISITS

DPL COMES TO YOU

- **To issue DPL Cards to your students**
If your students are under 16 years of age, parents/legal guardians must be present for us to issue DPL cards
 - We would love to attend your event, set up a table, and issue DPL cards to your students and parents. DPL cards are available for free to anyone who lives, works, or attends school in Decatur/Morgan County.
- **To teach about the library**
 - We can talk about general library use, how to use specific library services, give an overview of digital media, and more.
 - Our visits are customizable. Let us know what you want your class to get from our visit and we will do our best to accommodate.
 - We CANNOT do story times outside of the building. We are only able to leave the library building and visit groups if we are educating people about library use and services.
 - DPL staff availability for your event is not guaranteed. Please call us a minimum of two weeks before to make your request.

YOU AND YOUR STUDENTS COME TO DPL

- **Library Orientation Tour**
 - Standard for the 3rd graders in Decatur City Schools, this program can be tailored to your students' age and library comfort level.
 - This tour offers 3 modules, lasting approximately 20 minutes each, which cover:
 1. A tour of the library, including introduction to staff members and what they do at the library. Introduction to services available in the Library and how to use the self-checkout kiosks.
 2. Orientation to the Youth Services department, including the types of programs we usually offer (during non-pandemic times), especially Summer Reading, and the various resources available besides books.
 3. How to use our Online Catalog and other resources, so that kids know how they can find the one book they want to read in all the books we have available. We also briefly cover eBooks & other downloadables.
- **Customize your time with us**
 - We have shown adult visitors how to use the library's online catalog, demonstrated how to use library materials to put together a research paper, shared what the library offers to writers, and introduced preschoolers to the library for the first time.
 - Whether you wish to bring a few students, a classroom full, or faculty members, let us know what you need and we will try to make it happen!

To discuss your visit from or to Decatur Public Library, contact:

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