

Obtaining Multiple Copies or Class Sets of Materials

West Shore's libraries provide materials to be used in support of the curriculum. This includes novels, easy books for elementary students, and fiction titles for grade three and above. While each library's focus is on providing single copies of materials for the students in that school, there are times when teachers have need of more than a copy or two of a specific title.

Teachers who need more than one copy of a material should first make sure that no sets of that title exist in classrooms or reading centers within their school. The reading specialist should be consulted by elementary teachers. Language arts teachers or English teachers should be contacted in secondary buildings.

If the building's staff is unable to meet the need, the teacher should complete the Multiple Copy Request Form attached at the bottom of this page. Requests for materials that are located in other schools across the District must begin with the librarian in the same school as the teacher. All requests for multiple copies will then be forwarded from the school librarian to Susan Kell, the district librarian, who will coordinate the search for multiple copies of a material.

Things to keep in mind:

- Teachers must provide, at the minimum, the author, title, and call number of the requested material.
- Library collections do not contain multiple copies of most titles. It will be very difficult to find more than five copies of a title in libraries across the District.
- Allow at least two weeks lead time for requests to other buildings.
- Plan on finishing and returning the loaned books in a month.
- Librarians may recall loaned books before the month is up if they are needed locally.
- Always make requests through your building librarian and return all borrowed books to your librarian, who will make note that you returned the borrowed materials. Your librarian will also take care of returning the borrowed materials to the lending library.
- Realize that just because a material is shown as "available" in the library catalog, it may not be available for Inter-Library Loan.
 - Local needs always come first.
 - If a librarian is aware of an upcoming assignment, they may refuse to send materials that will be needed in their building for local needs.
 - Popular materials may be in almost constant circulation in libraries. The high volume of local circulation will mean that most libraries will not be willing to lend copies of that title.
 - If several copies of a title exist in multiple libraries, it is likely that the material is very popular with students and it will be very difficult to obtain multiple copies of the title from other buildings.
 - The material may not be found on the correct location on the shelf.
 - It may have been taken out of the library without being signed out through the library software.
 - It may have been incorrectly shelved.

- The material may be damaged or destroyed and awaiting discard.
 - The material may be in need of mending.
- It may not be possible to obtain enough copies to meet the teacher's need even though it looks like enough copies exist in libraries across the District.
- In most cases, DVDs, videocassettes, CDs, and other audiovisual materials will not be loaned to other buildings. These materials are typically purchased in direct support of the curriculum in a building and are integral parts of the curriculum for one or more teachers in that building.