Public Library Cards for All

Would you like every student in your community to have a public library card? Learn how three public library-school partnerships came together so that all students have library cards and know how to access the public library resources available to them. Find out about models for protecting school and public library data. If you have questions about any of these initiatives, please contact Emily Kissane (emily.kissane@state.mn.us or 651-582-8508).

Hennepin County Library and Hopkins Public Schools & Osseo Area Schools:

Hopkins Public Schools:
  Grades involved now: K-12
  Grades involved in future: K-12
  Number of students: approximately 7,200
  Number of schools: 10

Osseo Area Schools:
  Grades involved now: 6-8
  Grades involved in future: K-12
  Number of students: approximately 20,000
  Number of schools: 24

What do students get with the card? Students receive a new Hennepin County Library (HCL) card with full borrowing and online access privileges, or a barcode reminder card with the option of getting a free replacement card. Students who are not residents of Hennepin County receive a public library card from their home library system and are asked to register it with HCL.

How are cards issued? For grades K-9, cards are physically handed to each student by HCL staff or library media specialists. In grades 10-12, the cards are mailed to the students’ homes.

How did you roll out the initiative? Hopkins Public Schools started with the junior high schools, then moved to the high school and elementary schools. The focus now is on fine tuning the systematic process to ensure that every new student who enrolls at the district receives a public library card.

HCL is following a similar approach with Osseo Area Schools by distributing cards according to grade bands but will also be operationalizing the ongoing process before proceeding to the next grade bands.
What information is shared with the school? Hopkins Public Schools have a data sharing MOU with HCL that allows Hopkins schools to store the students’ HCL barcode number in their student information system. This data is accessible only by the library media specialist with informed consent on the part of the parents.

How is that information shared? Barcode numbers are shared via .xls or .cvs files and securely stored in district student information systems. A twice-monthly electronic data transfer procedure is in place.

How did you build relationships between the public library and school? It started at the top. The HCL director and Hopkins superintendent spoke first and committed the organizations to the relationship. The planning group established a long term vision and criteria for success during initial discussions and committed to organizing differently to ensure that 100% of students enrolled in the district received a public library card and logged into their account by the end of the first school year. Existing partnerships between library media specialists and public librarians at the local level brought immediate buy-in and expertise that contributed to the sustainability of these projects.

What role(s) have library media specialists played in planning and implementation? They have and continue to receive professional development on the HCL resources available to students. They have been key in planning and executing the card distribution to the students at their locations.

Links to videos or other materials of interest:
- https://vimeo.com/141092985
- https://vimeo.com/184920497

Ramsey County Library and White Bear Lake Schools
Grades involved now: Started out with 7-8 last year, this year 6-12

Grades involved in future: Not sure - hopefully 1-12

Number of students: 2,500

Number of districts: 1

Number of schools: 4

What do students get with the card? Full access to electronic and print resources, and the cards may be used in the schools’ media centers

How are cards issued? Parents opt-in during fall registration. The district sends the information electronically as one spreadsheet per English class.

How did you roll out the initiative? Public library staff visit each class when students are given their library cards in their media centers. The first half of the presentation includes the
public library’s programs and services. The second part is downloading the Cloud Library app to students’ Chromebooks and making sure they each can download a book.

In rolling out year two, more than 50% of the students still have an active library card they applied for the year before. The planning team needs to develop a better way to inform parents that they don't need to reapply for a new card for their student if they already have one.

What information is shared with the school? The school is given extra live cards that they give to a student to use right away. When the parent form is turned in, the school sends the student information, which is included in the library card record.

How is that information shared? Via Excel spreadsheets

How did you build relationships between the public library and school? Public library staff have been visiting one of the middle schools for years. They have done public library card registration during conferences, hosted e-reader labs, and visited at the end of the school year to promote the teen Summer Reading Program.

What role(s) have library media specialists played in planning and implementation? Having one of the library media specialists speak to the other specialists really helped convince them that the public library was a good partner. They have become very active in promoting the public library when public librarians are not able to visit. At some of the schools, the public librarians visited half of the school, and the library media specialist presented to the other half on the following day.

Links to videos or other materials of interest:
  - https://whitebear.wistia.com/medias/8q10dz7u7t

Saint Paul Public Library and Saint Paul Public Schools

Grades involved now: Pre-K through 12

Grades involved in future: Potential growth to adult learners, also charter and private schools

Number of students: ~38,000

Number of districts: 1

Number of schools: 67

What do students get with the card? Full access to digital materials, plus checkout of five physical materials with limited financial risk

How are cards issued? Cards are automatically generated when a student registers for Saint Paul Public Schools (SPPS). The card is a combination of SPPL's prefix of numbers + SPPS's student ID.

How did you roll out the initiative? It was launched for grades 6-12 in a celebration with key stakeholders and pilot students at Johnson High School. All SPPS teachers learned about the
initiative at their professional development sessions and through their electronic newsletter. PreK-5 grades will launch in January 2017.

**What information is shared with the school?** At SPPS, the following information about students is public: name, birth dates, grade, extra-curricular information, school, dates of enrollment, and awards received.

Additionally, the following information is designated as directory information only for Minnesota libraries: address, home phone, student ID#, and student email address.

**How is that information shared?** Data shared between SPPS and Saint Paul Public Library is encrypted and transferred via a secure protocol and is stored on secure servers.

**How did you build relationships between the public library and school?** The relationships were built between public librarians and the school library leadership. When the upper administration (superintendent, mayor, and library director) signed on to the federal ConnectED program, the project was expedited.

**What role(s) have library media specialists played in planning and implementation?** Library media specialists have been integral to getting the word out to students and educators. Public librarians have been relying on them to make connections and share resources more than ever.

**Links to videos or other materials of interest:**
- Librarygo.org
- https://www.youtube.com/watch?v=WolhLaUBpnk
- FAQs: http://sppl.org/go/educators/faq

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