



# Great Crates

Books to Classrooms

## Frequently Asked Questions

### About My Card

How do I sign up?

- We need each teacher to fill out a library card application. This will allow us to create a card for your room that will be used for the school year. We will also ask principals to sign a letter stating that they are aware that the library card has been created.

Is this the same as my personal library card?

- Not quite. This library card will be used only for the Great Crates program. It will not have the same privileges as a regular library card, such as hold requests.

How long does this library card last?

- This card will be active through the end of the school year. New cards will be issued each year during the registration period at the beginning of the school year.

What if I leave the school/retire?

- If you are no longer attached to the classroom, please let us know. We can ask your principal to sign up the new teacher so that your students can continue to use the Great Crates program, but we will need to adjust paperwork on our end.

Will I get a list of the books that are checked out?

- Yes. Each Great Crate comes with a roster that lists each title. You will also be given a copy of your classroom's library card that will allow you, or your principal, to check the status of that account at any time.

Is this a full year commitment?

- This registers your classroom through the end of the school year, but you may leave the Great Crates program at any time. Teachers and principals must both agree to have the Great Crates library card active, and either can choose to leave the program at any time.

Does my library card work for online databases?

- Yes! This card can also be used in the classroom to access our databases and online resources, even databases that may typically be restricted to Dearborn Heights residents only. These databases include Hoopla, Overdrive, Scola, Tumble books, and Mango Languages. These databases must be accessed through the libraries' website:

**[https://www.dhcl.michlibrary.org/Electronic\\_Resources](https://www.dhcl.michlibrary.org/Electronic_Resources)**



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### Getting Your Books

Do I have to pick up the boxes myself?

- No. Your Great Crates will be delivered, and picked up, from the school.

Do you deliver directly to the classroom?

- Due to limited staffing, we can only dropoff/pickup from one location at your school. We ask that teachers and administrators select a central location that is easy for our delivery staff to access (gymnasium, office, library) so that we can do a bulk pickup and drop off.

How do you decide what books are put in the Great Crates?

- Our Youth Services Librarian selects materials based on grade level. For example, a classroom of first graders may need readers, picture books, and early chapter books. A fifth-grade classroom may need early chapter books, advanced chapter books, or even graphic novels. Lexile scores are also used as a factor in title selection.

What if I need a specific book, or a set of books on a specific topic?

- As our Great Crates are now specific sets, requests will no longer be in your Great Crate. Your classroom library card is also part of LotGo (Library-on-the-Go) and our library materials delivery program. Simply call us or email [dhreference@gmail.com](mailto:dhreference@gmail.com) to request books, music, or films that you would like to use in your classroom. We will drop off the materials to the school, and once you are finished we will pick them up from your school and bring them back to the library. There is no charge for this program and we are currently delivering items every Monday, Wednesday, and Friday.

### Problems and Concerns

What if I forgot to put a book in my crate? Do I need to bring it to the library?

- Nope! We will come get the item from you using our LOTGO service.

What if I lose a book?

- If you lose a book, don't panic. You have until the school year is over to find the lost item. If the book remains lost, we reserve the right to charge the school district for the item.



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### Problems and Concerns (continued)

What if a book falls apart?

- Please, do not repair the item yourself. Simply write us a note that the item is damaged and we will take care of the rest. Natural wear and tear of an item will not result in a charge for replacement (binding separating, pages falling out, etc.)

I lost my roster! How can I check what items are checked out?

- Our e-catalog is available 24/7. <https://catalog.tln.lib.mi.us/> Select login in the top right corner. You can use the library card assigned to your classroom as the login, and your pin number is the last four digits of your school's telephone number to find a list of the items in you Great Crate. There is no charge for a lost roster. Place a note in your bin if at all possible to alert us that we will need to consult our records before we check in your bin.