

General FAQs

How can teachers use Library Go in the classroom?

Library Go can enrich the classroom experience, providing access to educational databases and resources for all ages, from birth to high school. SPPL librarians created a comprehensive list of resources used in the public schools, which can be accessed at sppl.org/go/educators. Digital materials can integrate easily into the classroom via school-issued devices or in school computer labs.

Additionally, SPPL children's specialists serve as pivotal partners, recommending books and materials and arranging class visits and tutoring services.

How will students access their new Library Go cards?

Unless their parents/guardians opt out, all students will automatically be given access to Library Go via their student ID number. The cards are active for one year and are renewed each school year.

What if a student lives outside of Saint Paul?

Library Go access is granted by a student's school and is not dependent up on his/her home address. Student Library Go cards will only work at SPPL branches.

If a student already has a public library card, do they need a Library Go account?

Library Go does not replace a student's existing public library card. It provides access to additional resources used in the classroom. If a student already has a public library card, he or she can now use their Library Go card without risk of fines.

Does the library monitor what students check out or access?

No, SPPL does not monitor materials or resources accessed by students. We ask that parents/guardians talk to their students and guide them as to what is appropriate for their age, interests, and educational needs.

What does it cost?

Library Go is free. Students can access all SPPL e-materials, including academic papers, books, magazines, music, and databases **without fines or fees**. Additionally, students can check out up to five physical materials at a time. Should these materials become overdue or lost students can "read them down."

Can parents use their child's Library Go card?

Parents can use their child's Library Go card, but only if the child is present. Parents are encouraged to get their own public library card, available for FREE at any SPPL branch circulation desk.

Step 1: Assign all students a unique number up to six digits. (Codes will be assigned to individual schools to add to that data output.)
Step 2: Run queries from your student system (e.g. Infinite Campus) into a tab delimited text file.
Step 3: Transfer queries via SPPL's secure FTP site.

Unique ID	22091XXXXXXXXXX	Student Number	XXXXXX	Name	Student, Example
Address	1930 Como Ave Paul MN 55108	Home Phone	651-555-1234	Email	estudent001@stpaul.k12.mn.us
Birth Date	12/10/2005	PIN	12102005	School	Crossroads Science
		Grade	5	Status	E

Example data set

REQUIRED DATA

SPPL requires a particular data set to generate virtual student cards. The data must be received in the format as shown below. However, it can be generated in three steps.

Library Go Partnership Pledge

By pledging to enroll your school in the Saint Paul Public Library's **LIBRARY GO** program, you agree to begin a partnership between the Library and your school that is focused on:

1. Strengthening learning opportunities by expanding access to digital content and to public libraries;
2. Putting a library card into every student's hand so they will have access learning resources and books they can read for pleasure;
3. Ensuring, through good communication, staff training, and integration into curriculum, that students can access digital and physical resources, and programs with ease.

Through this partnership, the Library and your school will provide equal access to books, electronic resources, computers, and programming, and envision the following:

- The library is a part of students' community
- Students are successful academically and in life
- Expanded use of library resources will close the opportunity/achievement gap

SCHOOL NAME

SCHOOL ADMINISTRATOR NAME (PRINT)

SCHOOL ADMINISTRATOR SIGNATURE

DATE

Return to Marika Staloch (Youth Services Manager),
George Latimer Central Library, 90 W 4th St., Saint Paul,
MN 55102.

Signing this pledge does not constitute a legally binding agreement, but merely establishes the intent to enter into a future partnership with the Saint Paul Public Library to bring Library Go to your school. Please visit LibraryGo.org to learn about entering into an official Memorandum of Understanding agreement with SPPL.

library
go...▶



SAINT PAUL
PUBLIC LIBRARY

library
go...▶

Virtual library cards
for all of your students
Onboarding guide for charter and private schools

Launched in late 2016 for all 40,000+ Saint Paul Public School students, Library Go is Saint Paul Public Library's virtual library card program for students and educators. We are excited to expand the program to charter and private schools in 2018. Learn more about how your school can join Library Go with this brochure.

More FAQs and resources
online at LibraryGo.org

A Letter from the Director

Dear Education Partners,

Welcome! Thank you for your interest in Library Go, Saint Paul Public Library's (SPPL) virtual library card program for local students.

Since launching Library Go with Saint Paul Public Schools (SPPS) in 2017, our librarians have reported remarkable stories of students who have benefited from library resources. By simply relaying their student ID numbers to librarians, students can access thousands of books, magazines, music downloads, academic enrichment programs, homework help, and more. As one librarian said, "I feel like a magician—the kids are so amazed every time it works."

These library resources not only help students achieve, they also convey that youth are supported by their community. This is critical for all students, which is why I am pleased that SPPL is now in a position to extend Library Go to Saint Paul private and charter schools.

We learned some valuable lessons through our work with SPPS. This brochure provides an overview of the onboarding process. We also have resources available online, and, of course, SPPL staff members are available for guidance.

Thank you for all you do for Saint Paul students. Your work is critical to local families and to the future health and vitality of our city. We look forward to working with you on Library Go.

Sincerely,

Catherine Penkert
Saint Paul Public Library Director

library go



The benefits of Library Go



Countless free resources to help students succeed.

With Library Go, students can access one-on-one homework help, dozens of research databases, e-books, electronic magazines, music, and more tools they can use independently and that can be integrated by teachers into the curriculum.



So easy, it's practically magic.

Students are assigned virtual library cards based on their six-digit student IDs. In the case of the public schools, SPPS shares data with the library on a nightly basis, automating the process and saving staff time. The system is also easy to use for students who have their ID numbers down pat.



Fine free.

Library Go accounts are not charged overdue fines. However, students can only check out five physical materials at a time. If they have reached the max, they must return items in order to check out more. If materials are lost, students can "read them down."

Learn more at LibraryGo.org.

Partnership with Saint Paul Public Schools

During the 2016–2017 school year, the Saint Paul Public Library (SPPL) and Saint Paul Public Schools (SPPS) launched Library Go, a program to provide free, virtual public library cards for all students.

Scope and Impact

As of January 2017, all Saint Paul Public School students (38,000+) and their families have seamless, virtual access to the Saint Paul Public Library's digital resources and are able to check out up to five physical materials. The creation of virtual cards is automated, greatly reducing staff time and ultimately making this project more sustainable. The virtual cards are in effect as long as the student is registered in school. It works through summer breaks and across grades.

Timeline

- **Spring 2013:** SPPL and SPPS begin collaborating to make large groups of students library cards.
- **September 2015:** Mayor Chris Coleman, former Superintendent Valeria Silva, and former Library Director Kit Hadley sign on to the ConnectED Library Challenge.
- **January 2016:** ConnectED Library Challenge convening held at White House with more than 100 city and local officials, including Mayor Coleman and Library Director Jane Eastwood.
- **Summer 2016:** Data sharing agreement and technical details finalized; Saint Paul's initiative named Library Go; branding finalized and communications plan developed.
- **October 2016:** Successful Library Go pilot.
- **November 15, 2016:** Library Go launched for high school and middle school students at media event with Mayor Coleman, Superintendent Thein, Library Director Eastwood, and other stakeholders.
- **January 2017:** Library Go launched for all SPPS students.

KEY OUTCOMES

42,004

student records successfully imported into SPPL's database. Library Go now reaches all SPPS students.

854

SPPS staff e-cards have been created. The success of this program depends on educators having universal access as well.

37,000

library items have circulated (books, ebooks, DVDs, etc.). Library Go allows students to check out up to 5 physical items.

15%

Online homework help usage is up by 15% over the 2015–2016 school year.

Get started with Library Go

We learned a lot from our partnership with SPPS, and have distilled the key steps to establishing an effective Library Go program in the following checklists. Find more information at LibraryGo.org.

1. Establish and formalize the partnership.

- Sign the Library Go partnership pledge to begin the onboarding process (on the reverse side).
- Identify your school's main point of contact with SPPL's Library Go team.
- Attend an information session with a representative from the Saint Paul Public Library.
- Work with legal representation to create a formal Memorandum of Understanding.

2. Review data sharing and privacy policies.

- Identify your school's data and privacy point person to liaise between technical team and SPPL.
- Review the library's data requirements with your school's technical team (see Required Data panel).
- Create opt-out process for parents who do not wish to share data with the library (required by state law).
- Review relevant privacy policies and make sure your school is in compliance (COPPA).
- Create a process for educator e-card registration.

3. Develop an implementation timeline with SPPL.

- With SPPL, develop an implementation timeline, including a comprehensive communications plan.
- Provide Library Go trainings and informational sessions for educators; integrate into curriculum.
- Work with SPPL to create customized promotional materials for your school's Library Go program.
- Plan a launch event and earned media strategy.

Visit LibraryGo.org for more detailed information.

