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## Announcements

The offices of the **Metropolitan Library System will be closed** on Monday December 24, 2007, Tuesday, December 25, 2007, and Tuesday, January 1, 2008 in observance of Christmas Eve, Christmas Day, and New Year's Day. There will be no delivery service on these days.

The **MLS Board of Directors** meeting scheduled for Monday, December 17, 2007 has been canceled. The next MLS Board of Directors meeting will be on Monday, January 7, 2008 at 3:00 p.m. at the MLS Chicago office. The board packet will be posted on the MLS website at <http://www.mls.lib.il.us/board>.

SAVE THE DATE: **Illinois Library Day 2008** has been set for Wednesday, April 9, 2008. As details become available, information will be posted at <http://www.illinoislibraryday.info>.

Congratulations to **Ruth Fakis**, Library Director at the Prairie Trails Public Library District, who was elected as Trustee of the Illinois Municipal Retirement Fund,  
[http://www.imrf.org/board/board\\_homepage.htm](http://www.imrf.org/board/board_homepage.htm).

[\[Permalink\]](#)

## ISLMA Conference 2007 Highlights

The Illinois School Library Media Association (ISLMA) held their Annual Conference on November 1 – 3, 2007 in Springfield, Illinois. The conference theme for this year was Making Powerful Learners Virtually Everywhere, and included featured speakers, authors, workshops, and online sessions. Several Chicago Public School

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## Editors

Jeannie Dilger-Hill,  
[dilgerj@mls.lib.il.us](mailto:dilgerj@mls.lib.il.us)

Gretel  
Stock-Kupperman,  
[stockg@mls.lib.il.us](mailto:stockg@mls.lib.il.us)

Christina Stoll,  
[stollc@mls.lib.il.us](mailto:stollc@mls.lib.il.us)

Librarians share their conference experience. [[Permalink](#)]  
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[http://www.mls.lib.il.us/ennounce/2007/01\\_22/islma.asp](http://www.mls.lib.il.us/ennounce/2007/01_22/islma.asp)

## Continuing Education Events

REMINDER: Call the **MLS Emergency Number** (630) 734-5100 on the day of your event when weather conditions are questionable.

[Preparing for Change: The MLS Summit on the Future of Our Libraries](#), Karen Thornburg, Tuesday, January 8, 2008, 9:30 a.m. – 1:00 p.m., MLS Chicago

[Communicating to Your Non-Librarian Boss](#), Karen Thornburg, Tuesday, January 8, 2008, 2:00 p.m. – 5:00 p.m., MLS Chicago

Supervisors Series #7: Job Descriptions, Classification, and Compensation, Wednesday, January 9, 2008, 9:00 a.m. – 12:00 p.m., [MLS Burr Ridge](#) or 1:30 p.m. – 4:30 p.m., [MLS Chicago](#)

For more info and to register, visit the MLS CE Calendar at <http://www.mls.lib.il.us/calendar/>. [[Permalink](#)]

## Grants & Awards

The Young Adult Library Services Association (YALSA), will award **Teen Tech Week Mini Grants**, consisting of \$450 cash and \$50 worth of Teen Tech Week(tm) (TTW) products, for librarians who plan to offer inventive activities, resources and services to celebrate Teen Tech Week, March 2-8, 2008. The deadline is January 7, 2008. For more information visit <http://www.ala.org/teentechweek>.

The **Worldwide Books Publication Award, and the Electronic Resource Award** recognizes outstanding print and electronic publications by ARLIS/NA individual members in librarianship or visual resources curatorship, and the arts. Two awards, up to \$1500 each are available. The deadline for both applications is January 15, 2008. For more information visit [http://www.arlisna.org/about/awards/wwbap\\_guidelines.html](http://www.arlisna.org/about/awards/wwbap_guidelines.html), or [http://www.arlisna.org/about/awards/wwbaer\\_guidelines.html](http://www.arlisna.org/about/awards/wwbaer_guidelines.html).

The **H.W. Wilson Foundation Research Grant** supports research activities by ARLIS/NA individual members in the fields of librarianship, visual resources curatorship, and the arts. The winning research project selected by the committee will be awarded \$3,000. Applications are due by January 15, 2008. For more information visit [http://www.arlisna.org/about/awards/wfrg\\_guidelines.html](http://www.arlisna.org/about/awards/wfrg_guidelines.html). [[Permalink](#)]

## Library Law: Disciplining FLSA Exempt Employees for Attendance Issues

The federal Fair Labor Standards Act (FLSA), sometimes called the "overtime law" and which is intended to protect hourly wage earners, imposes several restrictions on how employers, including libraries, treat their employees. [[Permalink](#)]  
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[http://www.mls.lib.il.us/enounce/2007/01\\_22/librarylaw\\_12\\_07.asp](http://www.mls.lib.il.us/enounce/2007/01_22/librarylaw_12_07.asp)

## **SWAN adds link to MLS Union List of Serials**

All serial records in SWAN now contain a link to the MLS Union List of Serials, thanks to a suggestion by Anne Weaver, Head of Adult Services at the Westchester Public Library. At the very bottom of the full or brief bib display in the WebPAC, you'll see a link that says "Connect to see more periodical holdings at our member libraries." Clicking here will take you or your patrons directly to the search box, giving users the option to search the Union List directly. For more information, email Tony Sicilano at [sicilianot@mls.lib.il.us](mailto:sicilianot@mls.lib.il.us).

[[Permalink](#)]

## **MLS Service: ILDS Delivery Changes**

As of January 2, 2008, Illinois libraries will experience a new and enhanced version of Illinois Library Delivery Service (ILDS). The new ILDS will be managed by CARLI, the Consortium of Academic and Research Libraries in Illinois, with funding from the Illinois State Library. A contract for the trucking of ILDS materials has been awarded to Lanter Delivery Services. CARLI will provide training to participating CARLI libraries, and MLS will provide training to its non-CARLI suburban library members. [[Permalink](#)]

[Read full article](#)

[http://www.mls.lib.il.us/enounce/2007/01\\_22/ilds.asp](http://www.mls.lib.il.us/enounce/2007/01_22/ilds.asp)

## **Member Spotlight: MLS School Libraries Collaborate and Connect**

This month MLS Suburban School Libraries and CPS Libraries connected and collaborated at two exciting events. On December 4, 100 school librarians came together for a workshop by Bob Berkowitz, author of the Big6 Information Literacy Model. On December 7, close to 80 school librarians and 12 Chicago Area Museums attended the MLS School Librarians' Holiday Program, focusing on "The Curriculum Connection: How Museums Serve School Libraries." Both events were hugely successful, reflecting the power of collaboration a library system brings to its members. [[Permalink](#)]

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[http://www.mls.lib.il.us/enounce/2007/01\\_22/schools.asp](http://www.mls.lib.il.us/enounce/2007/01_22/schools.asp)

## **Next Issue**

The next issue of MLS E-nounce will appear January 2, 2008.

[[Permalink](#)]

## **ISLMA Conference 2007 Highlights**

**by Christina Stoll, MLS, Lisa Perez, CPS, and Harry Hoynes, CPS**

The Illinois School Library Media Association (ISLMA) held their Annual Conference on November 1 – 3, 2007 in Springfield, Illinois. The conference theme for this year was Making Powerful Learners Virtually Everywhere, and included featured speakers Raymond Bial, David Warlick, Monarch Award Winning Illustrator Mark Buehner, and Rebecca Caudill Award Author Sarah Weeks.

Lisa Perez, Area Library Coordinator for Chicago Public Schools (CPS) through the Department of Libraries and Information Services, and Chicago Public School Librarian Harry Hoynes, from Lake View High School, share their experience of the event. Perez and Hoynes answered the following questions.

### **Which sessions stood out the most?**

- David Warlick's keynote on "Literacy & Learning in the 21st Century" was right on target when he discussed how kids think about and use technology to collaborate and communicate. Examples given included chat speak used for instant messaging, and social networking software, such as kids using digital video to communicate as the newest trend. Kids are taking their own videos, editing, and then sending videos over the internet to talk with each other. Warlick's complete keynote can be found at <http://landmark-project.com>.
- Patti Foerster, Librarian at Vaughn Occupational High School, presented a session on Saturday, titled "Is 'Library' for Special Needs Students an Oxymoron?" Patti's presentation focused on how to make your library more relevant for the special needs students. She provided some great examples of how to adapt your library for students in your school with special needs, such as practical tips, games, and activities.
- Alexandra Tyle's session for creating online tutorials, which showed participants how to use screencasting technology to create an online video for students on using the library and its databases.
- "The Abraham Lincoln High School Book Award @ Your Library" session brought together participants to share ideas on successful promotion within the high school library, discuss how to motivate students to participate, and offered input on how to make the program even better.

### **Of the sessions attended, what will you be sure to implement back at your library:**

- OPAL (<http://www.opal-online.org/>) was so impressive that the CPS Department of Libraries and Information Services immediately subscribed and now has its own OPAL room to deliver Professional Development to its School Librarians.
- The "Digital Natives Program" by Erin Wyatt, Highland Middle School, and Katie Kirsch, Lake Bluff Middle School, inspired the exploration of using blogs and wikis at my library. Their presentation can be found at <http://www.4shared.com/file/28996677/faeccd8dc/ISLMA2007.html>.
- Michael Cart's "The Very Best in YA Books" was an inspiration to all. Recommendations from this session will be added to our school library's collection development and library program.

### **Any new trends or hot topics heard at the conference that the larger school librarian profession should be aware of?**

There was buzz from the AASL (American Association of School Librarians), a division of ALA, about new national standards that were launched at the conference, and some early conversations about how they will look and be implemented. The new standards can be found at <http://www.ala.org/ala/aasl/aaslproftools/learningstandards/standards.cfm>.

Technology continues to be a hot topic, with particular discussion and presentation of examples of how to use it for collaboration and communication.

## Anything else you'd like readers to know?

The ISLMA Conference had a virtual component for the first time this year. Four sessions were presented in OPAL (Online Programming for All Libraries), which allowed conference attendees who couldn't physically be at these sessions to still participate virtually.

One of the sessions presented through OPAL was:

“Virtual Book Club” by Linda Ryan and Sally Tibbets, Maine West High School. Linda and Sally spoke about their own library's virtual book club and how they've used technology to connect with kids using Moodle (<http://moodle.org/>) an open source classroom management. Check out their PowerPoint at <http://webpages.maine207.org/west/departments/lrc/Documents%20Index/ISLMA%20Powerpoint%20final.ppt>.

The virtual sessions were very successful for those who couldn't make the conference in person. In addition, the OPAL technology allows any participant to later review any of the recorded sessions. To learn more about OPAL, visit <http://www.opal-online.org>.

This year's ISLMA Conference also saw for the first time a CPS bus of 30 school librarians sponsored by the Department of Libraries and Information Services. The feedback on offering the bus and security for parked cards left behind was very positive. The supported transportation helps participants attend the conference when it's outside of the Chicago area.

For complete information about this year's conference, visit the ISLMA web site at <http://www.islma.org> or the 2007 ISLMA Conference Wiki at <http://islma.pbwiki.com/>.

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Burr Ridge Office: 125 Tower Dr., Burr Ridge, IL 60527  
Chicago Office: 224 S. Michigan Ave., Chicago, IL 60604

webmaster@mls.lib.il.us  
Phone: (866) 734-2004  
Fax: (630) 734-5050



## Library Law: FLSA Exempt Employees and Attendance

by James W. Fessler and E. Kenneth Friker

The federal Fair Labor Standards Act (FLSA), sometimes called the “overtime law” and which is intended to protect hourly wage earners, imposes several restrictions on how employers, including libraries, treat their employees. Employees are, however, exempt from the FLSA requirements if they meet the tests of various classifications, receive a certain amount of pay and (1) receive their “full salary for any week in which [they] perform any work” at least weekly in (2) an amount that is “predetermined” and “not subject to reduction because of variations in the quality or quantity of the work performed.”

Typically, employers do not want to inadvertently convert an FLSA exempt employee into a non-exempt employee and subject themselves to more regulations. One way that employers can convert an FLSA exempt employee into a non-exempt employee is by docking the employee’s salary for attendance issues. This article identifies the means that employers can use to dock an FLSA exempt employee’s pay for attendance issues without converting them into non-exempt employees.

Perhaps your library has an FLSA exempt employee who misses a full eight-hour day of work without any excuse. What can and can’t you do?

Partial Day Pay Reduction. Generally, an employer cannot reduce an employee’s pay for a partial day because doing so would convert an FLSA exempt employee into a non-exempt employee and make them eligible for overtime pay.

Full Day Pay Reduction. An employer can reduce an employee’s pay for a full day. In this case, the employee’s pay can be reduced proportionately. Ordinarily, one-fifth of the employee’s weekly salary can be reduced for each unexcused absence.

Week Long Suspension. An employer can reduce an employee’s pay for a full week, if the employee does not work that week, perhaps due to a week long unpaid disciplinary suspension. In this case, the employer’s disciplinary policies should expressly clarify that exempt employees may be suspended without pay in full week blocks unless the reason for suspension is one of the exceptions to the “no-docking” rule discussed in the Code of Federal Regulations.

Paid Leave Time Reduction. Neither the FLSA, nor Illinois law requires an employer to provide its employees with any paid leave time. Accordingly, the U.S. Department of Labor has repeatedly held that an employer may reduce an employee’s paid leave time for any amount of time the employee has missed, whether one hour or several weeks.

What if an employer makes a mistake when disciplining an employee by docking his/her pay. What should be done?

FLSA Safe Harbor. The FLSA contains a safe harbor provision for an employer who improperly deducts an FLSA-exempt employee’s pay, so that the exemption will not be lost. To qualify for the exemption, an employer must, first, clearly communicate a policy that prohibits the improper pay deductions. According to the regulations, the best evidence of a clearly communicated policy is a written policy distributed to employees prior to the improper pay deductions. Second, an employer must establish a “complaint mechanism” where employees can bring potential improper deductions to the employer’s attention. Third, an employer must reimburse their employees for any improper deductions and make a good faith commitment to comply in the future. Fourth and finally, an employer must refrain from willfully violating the policy by continuing to make improper deductions after receiving employee complaints.

Window of Correction. The regulations contain a window of correction which protects employers who intend to pay their employees on a salary basis, but who, inadvertently and infrequently, dock an otherwise salaried employee. If the employer reimburses their employees for improper deductions, employees will not lose their FLSA exempt status.

In summary, employers, including libraries, have a variety of means for dealing with absentee FLSA exempt employees, including suspension without pay, docking of paid leave time and docking of pay. Moreover, even if the employer makes an improper deduction, they can utilize the FLSA's safe harbor and window of correction provision.

*E. Kenneth Friker and James W. Fessler are partners with Klein, Thorpe and Jenkins, Ltd., a law firm with offices in the Civic Opera Building at 20 North Wacker Drive in Chicago and at 15010 S. Ravinia in Orland Park. The firm concentrates in the representation of local libraries, Library Districts and Library Systems, as well as other local governmental units.*

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Burr Ridge Office: 125 Tower Dr., Burr Ridge, IL 60527  
Chicago Office: 224 S. Michigan Ave., Chicago, IL 60604

webmaster@mls.lib.il.us  
Phone: (866) 734-2004  
Fax: (630) 734-5050



## MLS Service: ILDS Delivery Changes

by Christina Stoll, MLS

As of January 2, 2008, Illinois libraries will experience a new and enhanced version of Illinois Library Delivery Service (ILDS). The new ILDS will be managed by CARLI, the Consortium of Academic and Research Libraries in Illinois (<http://www.carli.illinois.edu/>), with funding from the Illinois State Library. A contract for the trucking of ILDS materials has been awarded to Lanter Delivery Services (<http://www.lanterdeliverysystems.com>), a commercial delivery service with its home office in Madison, IL.

Currently Illinois Regional Library Systems provide delivery to and between their member libraries. This delivery system will remain the same. ILDS is the delivery service moving interlibrary loan materials between the participating governing and associate members of CARLI, the Illinois State Library, and the Regional Library Systems.

Features of the new ILDS include:

- Every location that will be served by ILDS will receive delivery and pickup service 5 days a week, Monday through Friday, except for announced holidays.
- The ILDS truck will visit participating CARLI libraries every day. There is no need to call for pickup.
- The new ILDS will guarantee a 24-hour turnaround time on Mondays-Fridays between any two ILDS drop-off locations.
- The new ILDS delivery service will include 142 delivery drop-off points, compared to the current 42 drops used in the current ILDS. To see a complete list of participants visit <http://www.illinoisdelivers.net/memlist.html>.

### Impact to Library Systems and Member Libraries

The ILDS drop-off locations will be responsible for sorting and bagging materials by destination.

The non-ILDS destination libraries will use new Routing Labels to direct materials via ILDS. A PDF of the new Routing Labels will be made available on the MLS web site by January 2, 2008. They will also be responsible for sending materials to their Regional Library System drop for shipping to the destination library.

Non-CARLI MLS member libraries located in the city of Chicago will continue to receive their deliveries in conjunction with the Chicago Public Library. Regional Library Systems will continue to serve as ILDS "hubs" for materials traveling to non-CARLI libraries in other regional systems.

MLS will provide two training sessions on the new service for suburban non-CARLI members. The trainings will take place [Thursday, December 13, 2007](#), and [Tuesday, December 18, 2007](#). To register for one of these two training sessions, visit the MLS Continuing Education Calendar at <http://www.mls.lib.il.us/calendar>. Training will include the proper use of new delivery labels and updating OCLC ILL constant data records, among other topics.

Participating CARLI libraries will be trained on the new system by CARLI. For more information the training through CARLI, visit <http://www.illinoisdelivers.net>.

More information on the new ILDS service is available at <http://www.illinoisdelivers.net/>. Non-CARLI MLS suburban member libraries can direct questions to Randy Patka, Building and Delivery Manager, at [patkar@mls.lib.il.us](mailto:patkar@mls.lib.il.us), or to Kate Boyle, Resource Sharing Manager, at [boylek@mls.lib.il.us](mailto:boylek@mls.lib.il.us).

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## MLS School Libraries Collaborate and Connect

### Recap of Big6 Literacy Workshop and School Librarians Holiday Program, The Curriculum Connection: How Museums Serve School Libraries.

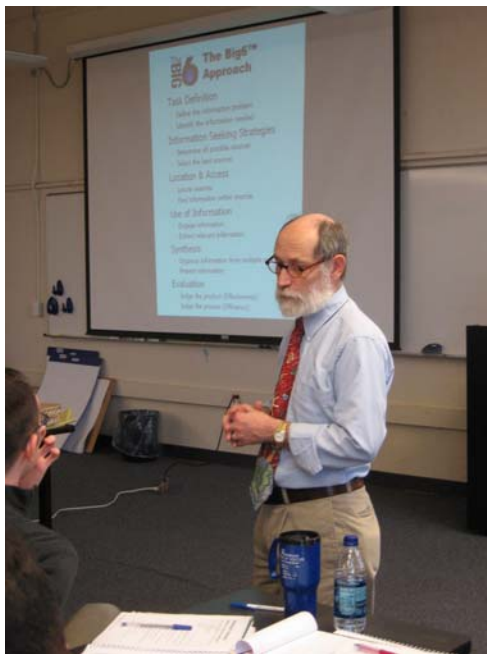
by Christina Stoll

This month MLS Suburban School Libraries and Chicago Public School Libraries came together for two exciting events. On December 4, 100 school librarians came together for a workshop by Bob Berkowitz, author of the Big 6 Information Literacy Model. Later that same week, on December 7, close to 80 school librarians and 12 Chicago Area Museums attend the MLS School Librarians' Holiday Program, focusing on "The Curriculum Connection: How Museums Serve School Libraries." Both events were hugely successful, reflecting the power of connection and collaboration a library system brings to its members.

#### Big 6 Information Literacy Model Workshop

Developed by educators Mike Eisenberg and Bob Berkowitz, Big6 is an information and technology literacy model and curriculum for schools Kindergarten through higher education. The purpose of Big6 is to develop an active, dynamic, and focused library and information program, and to be able to implement essential information and technology skills learning into all areas of K-12 education. For complete information about the Big6 model, visit their web site at <http://www.big6.com>.

Bob's high energy, his 8-minute lecture, and fun small group activities, mixed with Q&A, made the workshop a day of fast paced learning for both CPS and MLS School librarians. To best describe what it meant to meet the creator of this highly popular model, one librarian told this story. To encourage her kids to get ready faster that morning, she used her son's love for GI Joe, by describing meeting Bob Berkowitz as "imagine you we're going to meet the inventor of GI Joe." The story worked, for her older son turned to his younger brother and said, "We have to hurry, mommy is meeting GI Joe!"



*Author and instructor Bob Berkowitz, and a classroom of school library participants.*

Throughout the day Bob's examples of Big6 focused on its six steps, which are to be used as a process to handle any problem, assignment, decision or task. Bob stressed Big6's ease of adaptation into what librarians are already doing at your school, instead of viewing it as something completely new. He started with an overview of each step, followed by an example or activity from the Big6 workbook that all participants received.

### *Participants share their experience:*

Several librarians had some prior experience with Big6, having either been self-taught through reading books or having attended conference sessions on the topic. However, being present with one of the authors on the topic helped several participants by “filling in the gaps.”

“It was great hearing about the Big6 program from the utmost expert and creator of the program!”

“Great group activities. The book will be a great resource.”

“Very interesting, informative workshop. Great to bring back to our schools.”

“Bob is a very good speaker. He kept my attention. He was energetic and amusing. I am going to use the activities in the handbook with teachers and students.”

### *What participants took away from the workshop:*

- . An idea for using Big6 model for story time with primary goals.
- . Get the principal involved.
- . How to incorporate technology within the Big6 framework.
- . Designing activities with higher order thinking skills.
- . Changing the wording of assignments to incorporate “what if” scenarios.
- . Collaborate with and educate teachers about the Big6 model.

Alicia Duell, school librarian, and Bridget Wilmot, teacher at Riverside Brookfield High School attended the workshop together. Alicia, having prior experience with Big6, has been educating the teachers at her school about the model. Bridget, hearing about the opportunity to attend the workshop, thought what a better way to learn and then apply what she learned by attending class with her school librarian. During one of the small group activities, Alicia and Bridget brainstormed a lesson plan using Big6 and M&M's, forming the question: How do we make the production of M&M's more environmentally green?

By using the Big6 process, they came up with information sources, such as visiting the Mars Production Plant to evaluating the project outcomes by bringing in an environmental expert to judge the student projects. They were so excited about the activity, that they discussed ways to turn it into a real lesson plan once back at school.



*A Big6 participant working on her M&M question, and another break out group of school librarians.*

Events such as the Big6 workshop are not only successful through their learning opportunities, but are beneficial to suburban MLS and CPS librarians in that they provide an opportunity for these librarians to connect with each other, when normally distance can be a barrier. At the end of the same week, CPS and MLS school librarians had another opportunity to come together at the MLS Annual School Librarians' Holiday Program.

### **MLS Annual School Librarians Holiday Program**

This year's MLS Annual School Librarians Holiday Program, focusing on “The Curriculum Connection: How

Museums Serve School Libraries," took place at the Field Museum. The inspiration for this year's event goes to the MLS School Advisory members ([http://www.mls.lib.il.us/consulting/school\\_advisory.asp](http://www.mls.lib.il.us/consulting/school_advisory.asp)), who serve as the eyes and ears for the larger school library membership, providing suggestions and ideas to the MLS Consulting staff.

The MLS Consultants took the idea for museums to be the main focus of the Holiday Program to a group of Chicago Area Museums. A total of 12 museums participated in the day: Adler Planetarium, Brookfield Zoo, Chicago Botanic Garden, Chicago History Museum, DuSable Museum of African American History, Field Museum, Hellenic Museum, Nature Museum, Pritzker Military Library, Shedd Aquarium, Spertus Museum and the Morton Arboretum. The staff from these organizations represented the Chicago Area Museums well.



*A school librarian browsing the DuSable Museum's display table, and the Field Museum's display table.*



*Display tables for the Chicago History Museum and the Notebaert Nature Museum.*

A common theme among the museum participants was to show librarians how to bring museum programs into

the library or classroom, be it programs available online, materials they can check out, or ideas for in-class activities. Here are a few samples of what the museums have to offer school libraries:

- . The Chicago History Museum described its "Great Chicago Stories" feature on their website <http://www.chicagohistory.org/greatchicagostories/>. This program is comprised of historical fiction narratives based on items from the museum's collection, and also includes an interactive map placement feature.
- . The Notebaert Nature Museum (<http://www.chias.org>) provides Inquiry Kits and National Geographic Book Kits available for school librarians to check out for their library or classroom.
- . The Adler Planetarium previewed a sample of their videoconferencing program (<http://www.adlerplanetarium.org/education/distancelearning/index.shtml>) which combines an interactive audio and visual presentation that can be shown in the library or classroom.
- . The Pritzker Military Library (<http://www.pritzkermilitarylibrary.org/>) offers a variety of podcasts (and archived broadcasts), such as the Medal of Honor series, which features Congressional Medal of Honor recipients telling their own personal stories of courage and valor under combat.

The Holiday Program offered a wide range of opportunities for everyone, from networking with other school librarians to meeting with museum staff, to visiting vendor tables (which included Baker & Taylor, Capstone Press, EBSCO Information Services, Follett Library Resources, Rosen Publishing, Thomson Gale / Cengage Learning, and Worldbook.)

Besides the museum and vendor table displays, there was a formal presentation by four of the museums, which included:

- . How their organizations tie their programming into curriculum and teach to the standards.
- . Examples of takeaways that can be borrowed for use in school libraries.
- . Ideas and inspiration on how museums and schools can work together and form future partnerships.

Finally there was the festive nature of the day with food, door prizes, and an opportunity to explore the Field Museum at the end of the day.



*Ted Remus, St. Scholastica Academy, was pleased to show off his \$600 gift certificate for new titles, provided by Capstone Press.*



*Gretchen Steele, Chicago Public School, won a free field trip for a class to the Spertus Museum, and Melva Bryant-Samuels, retired Chicago Public School's librarian, looks happy with her newly won friend, Atlas the Map Dog, donated by World Book.*

Web Junction Illinois was present filming the event, which can be seen on their web site at <http://il.webjunction.org/do/DisplayContent?id=18983>.

At the end of the day everyone took away at least one thing that the program had to offer, be it a new connection with another school librarian, the opportunity for potential partnerships, or the sharing of programming ideas and resources between schools and museums.

For MLS overall, both events are a great representation of the power of connection and collaboration that a library system brings to its member libraries.

Questions about either of these events can be emailed to the MLS Consultants at [consultants@mls.lib.il.us](mailto:consultants@mls.lib.il.us).

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