

Library Cards for Your Students!

or

A Teacher's Guide to the School Library Card Program

Teachers, interested in your students getting Edmonton Public Library cards? Your students can have their EPL cards sent directly to your class through the School Library Card Program (SLCP).

Why an Edmonton Public Library card?

- Free access to 21 library branches and more books than students can imagine! If the school library doesn't have a title, Edmonton Public Library probably does
- Edmonton Public Library has books, e-books, movies, video games, online databases, online language learning, homework help resources, and much more
- Having an Edmonton Public Library card promotes reading at home! Empowers students to pick books that interest them the most. Not sure what to read? Our friendly library staff are always ready to help students find the perfect book.

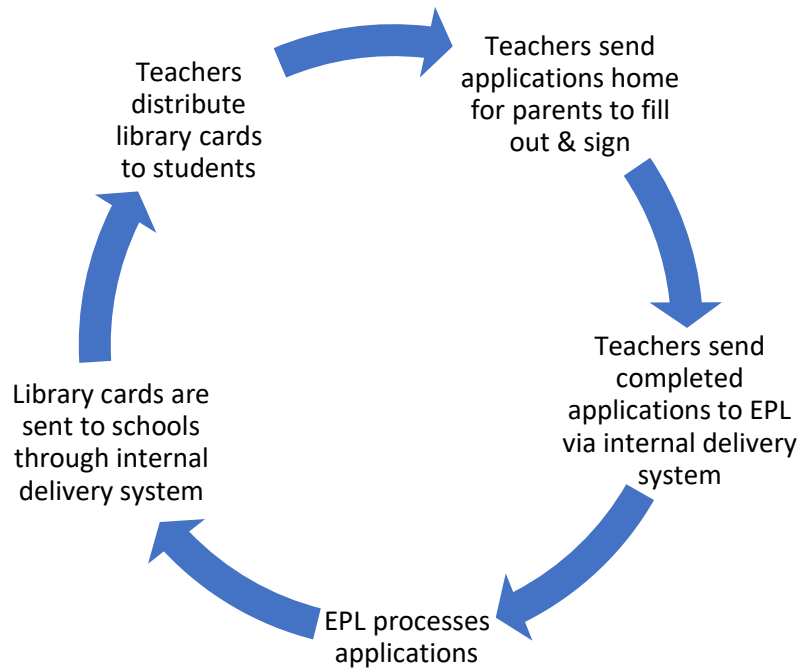
What is School Library Card Program?

- There are many ways to get an Edmonton Public Library card. Families can go to their local branch or sign up online at www.epl.ca.
- The School Library Card Program exists as another way for families to get EPL cards delivered right to their school classroom!
- The School Library Card Program is a formal agreement between Edmonton Public Library and Edmonton Public School Board, Edmonton Catholic School Division, and Conseil scolaire Centre-Nord.
 - Please note: If your school is not part of one of these three school divisions, please skip to the FAQs to see how your students can get library cards.

How the School Library Card Program (SLCP) Works

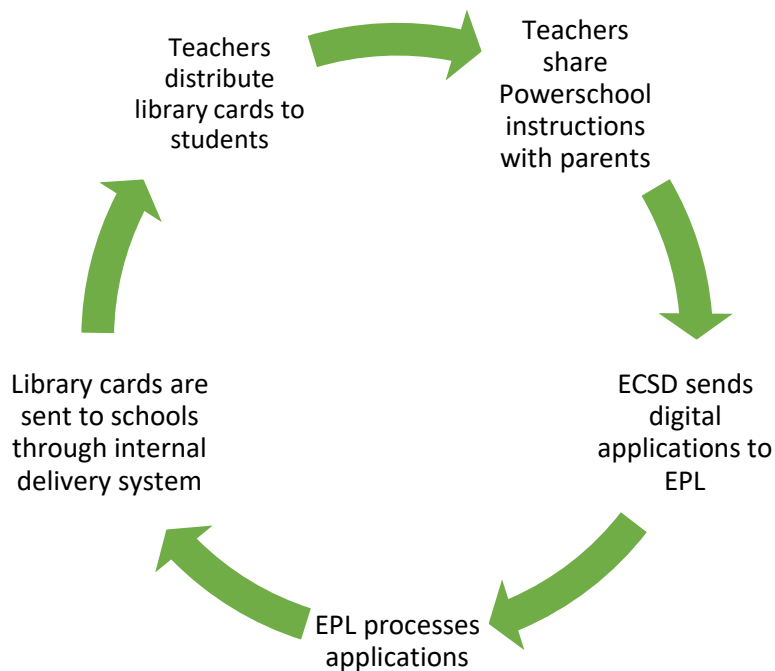
EPSB & CSCN – paper applications

- **Download** and **print** the SLCP application form in [English](#) or in [French](#) from our website.
- **Send the form home with students** and **collect** the completed applications.
- Once all completed applications are returned to you, send them via your **internal interoffice mail** to your division headquarters / division contact.
 - Not sure who your division contact is? Email schoolcards@epl.ca
 - Please put your school's name on the bundle.
 - Your division contact will send them to EPL for processing.
- When the applications are processed, we will send them back to your division contact and they will route them back to your school.
- Timelines are approx. 4 weeks.
 - This consists of 1 week transit to EPL, 2 weeks processing time, 1 week transit back to school
- Applications can be submitted anytime throughout the school year until April 30.



ECSD – digital applications

- For **Edmonton Catholic Schools**, parents and students can apply for a library card through [PowerSchool](#). (Click on link for instructions)
- The digital applications will be sent to EPL. This occurs three times throughout the school year – October, January & March.
- Once they are processed, EPL will send the completed applications back to your division contact and they will route them back to your school. Batch delivery of cards occur during November, February, and April.



Frequently Asked Questions

What if I have booked a library tour and I want cards for my students in time for that tour?

If you want library cards for your students delivered at a specific time, such as during a library tour, [please contact the Community Librarian at that branch](#). It may be possible for your local branch to arrange alternate methods of application drop-off. Note that branches typically require at least 2 weeks advance notice to process applications.

What if I work at an Edmonton private school, charter school, or a school division that is not EPSB, ECSD, or CSCN?

The official School Library Card Program is a data sharing agreement between EPL and EPSB, ECSD, and CSCN. Other schools or divisions in Edmonton are not covered by the agreement. However, if you are interested in your students getting library cards, please [contact the Community Librarian at your local EPL branch](#). It may be possible to arrange something with your local branch.

What grades can get library cards through the School Library Card Program?

All grade levels from pre-Kindergarten through to Grade 12 in participating school divisions! For EPSB/CSCN and the paper application process, a school staff member is required to distribute, collect, and send along the applications. However, this staff member does not need to be a teacher and can be a school librarian or support staff.

For further information about this program, please [email SchoolCards@epl.ca](mailto:SchoolCards@epl.ca)

For additional resources for educators, including an online form to book library visits, check out www.epl.ca/educators