CHELMSFORD PUBLIC SCHOOLS

CPS

Department Goal

Department: Library	**Level:** 5 - 8	**Date:** June 2012
Category: Family and Community Engagement		
SMART Goal: To collaborate with the public library for book talks and promotions, curriculum-related projects, collaborative public and school library events, and access to resources for projects as measured by a minimum of four such collaborative experiences.		

Action Steps	**Person Responsible**	**Timeframe**	**Status**
Meet with Children's Librarian, Maureen Foley, and Youth Services Librarian, Sharon Colvin, in September of 2012, to plan the execution of the aforementioned collaborative events.	Middle School Professional Librarians	September 2012	Collaborative events and opportunities were planned during September meetings with public library staff and school librarians.
Develop and implement a streamlined and efficient method of communication between the middle school libraries and the public library, keeping the public librarians abreast of all upcoming research projects and the school informed of age-appropriate public library events,	Middle School Professional Librarian, Children's Librarian and Youth Services Librarian	October 2012	Distributed Tween and Teen Program calendars from the public library in both middle schools. Notification of upcoming projects occurred through email from the schools to the public library.
Conduct and coordinate these collaborative efforts with the cooperation and help of the public and school library staffs.	Middle School Professional Librarian, Children's Librarian and Youth Services Librarian	October 2012 - May 2013	Collaboration was coordinated through multiple email exchanges, phone communication, and in-person meetings throughout the school year.