

PAL PAKS are designed to provide supplemental materials to teachers. These materials will enhance and/or extend the classroom and school library collections.

PAL PAKS utilize plastic tote boxes filled with a variety of library materials, generally 25-30 books and perhaps a few audio-visual products.

There are two types of PAL PAKS. The first type is a variety PAK of grade level fiction titles. This type would be great to supplement a classroom library or for independent reading time. The second type consists of theme based materials at grade level. For example, a class studying coral reefs could use a PAL PAK with that theme for independent or group research. This would be in addition to using their school library.

Partners At the Library

The Youth Services Staff

Head of Youth Services

Mary Adamowski

Assistant Head of

Youth Services

Diane Norris

School Liaison

Becky McCormack

Library Director

Mary K. Weimar

Library Hours

Monday-Friday 9:00 a.m.-9:00 p.m.

Saturday 9:00 a.m.-5:00 p.m.

Sunday 1:00 p.m.-5:00 p.m.

Orland Park Public Library

14921 Ravinia Avenue

Orland Park, IL 60462

708-428-5127

Fax: 708-428-5187

www.orlandparklibrary.org

PAL PAKS



Orland Park Public Library
A Natural Connection

PAL PAK FACTS

1. Requests will be accepted after May 1st for the following school year. Only the request forms furnished by the library are acceptable. The request forms contain a listing of available PAKS. Forms are located in the school media center binder or on the library's website at www.orlandparklibrary.org. (Click on "Kids Corner" "For Parents & Teachers" "PAL PAKS request form")

Orders may be faxed to the library as per instructions on the request form. Teachers may order PAKS for the entire school year or any certain month.
2. Confirmation of a PAL PAK request will be sent via e-mail.
3. Requests are on a first come, first served basis.
4. PAL PAK materials are checked out on a teacher loan card only.
5. Delivery will be handled by school/district personnel. Be aware of the system in your school. The PAL PAKS service begins the first Wednesday after Labor Day. PAKS are available the first Wednesday of the month. They are due three (3) weeks later.
6. Express PAKS are also available for instant pick-up at the library. Contact the Youth Services Department for further details.
7. Normally, we will try to honor requests for certain themes. Please be aware certain materials are often in demand due to several classes having the same assignment. In that case, teachers should consider using their teacher loan cards to check out needed materials from the library's collection.
8. PAL PAKS will generally have 20-25 books included. All materials will clearly be marked with Orland Park Public Library labels.
9. No renewals—PAKS are checked out for three weeks only.
10. Teachers with overdue books or fines will not be sent another PAL PAK until the books/fines are paid for or returned.
11. We will not send out any PAL PAKS in December or June.
12. A standing order is possible. Those teachers wanting a variety of fiction titles on a regular basis may indicate that on the order form. Each standing order will be available for the first week of the month. Standing orders are checked out for a three-week period. Requests for standing orders are on a first come, first served basis. The first PAKS will be sent out in September.
13. The last day for PAL PAK requests is April 30th.
14. All materials are due back at the library no later than May 31st.
15. Please contact our School Liaison, Becky McCormack, for further information at (708) 428-5142.