

## Book Bag Program

The book bag program is geared towards schools, daycares, and other organizations within the Watertown area. Participants who live in Watertown but work elsewhere are also eligible to participate.

Upon application, a book bag account will be issued. The educator will be asked to sign the application and will be held responsible for all materials checked out on it. The account may only be used for book bag collections and is not for personal use.

Each book bag account will be assigned to a library assistant. The assistant will be your main contact. Email is the preferred form of communication as your assigned library assistant's hours vary. He or she will provide you with book bag request forms, if needed.

Please provide a two week notice for each request. Short notice requests may not provide us with adequate time to pull books from other libraries, causing a shortage of material for your book bag.

There is a maximum limit of 30 books per request. We will provide only 5 books on seasonal/popular topics such as "apples" or "pumpkins". Those requesting only one topic, will receive 5 books on that topic. When providing your requests, it is best to list 2 to 3 topics for each bag.

Book bag accounts are exempt from overdue fines; however, you are responsible for payment on lost or damaged items.

You will receive an email when your book bag is ready. It will be located near the Children's Room desk. You do not need to stop at a desk to check them out, as they will already be checked out to your Book Back account.

Return bags are dropped off at the Circulation Desk on the lower level.