



*The Voice of the Library Community*

**New York Library Association**

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## MEMORANDUM

### Distribution of Library Card Information to Students

In July 2013, Governor Cuomo signed into law a requirement for public school districts in New York State to distribute applications for library cards and other library-related informational materials to students upon request of any public or association library within the school district's service area. This provision ensures not only that every student has access to our state's public libraries, but fosters increased collaboration between schools and local libraries.

#### The law requires:

- Directors of participating public and association libraries to consult annually with the school district to coordinate the provision of materials, and to provide sufficient copies of materials to distribute;
- School districts, once requested by any public or association library in the district, to disseminate provided materials annually to every student upon their entry into kindergarten, grade six and grade nine (but libraries and school districts may agree to alternate or additional grades/distribution times), and to newly enrolled students;
- School districts to ensure provided materials are available upon request.

#### The law does not:

- Require school districts to expend funds to comply with law; the onus is on the participating library.
- Apply to any library or school district in New York City which previously was subject to similar provisions in local law.

#### Public library directors that want to take advantage of this new law should:

- Reach out to the school superintendent(s) within your service area and request a meeting.
- Prepare materials, in both print and electronic formats, that promote library card sign-up, programs and services. It is the responsibility of the library to produce and provide all materials intended for distribution.