



**Friends of the  
Santa Fe Public Library**

145 Washington Avenue  
Santa Fe, New Mexico 87501  
[www.SantaFeLibraryFriends.org](http://www.SantaFeLibraryFriends.org)

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Date: August 2010

To: Santa Fe Elementary and Middle School Teachers

From: The Friends of the Santa Fe Public Library

Subject: Free Bus Trips to the Public Library

The Friends of the Santa Fe Public Library organization is offering to pay for transportation for your public library field trip. This offer provides an excellent opportunity for your students to become acquainted with their public library.

The Friends will underwrite one visit per class each school year. If you wish to take advantage of this opportunity, please follow these procedures:

1. Make specific arrangements with the staff at the branch you wish to visit at least two weeks in advance.
  - La Farge Branch Children's Room: 955-4862
  - Main Library Children's Room: 955-6783
  - Southside Branch Children's Room: 955-2828
2. Tell the librarian at your chosen branch that you wish to arrange for underwriting the cost of the bus. The librarian will fill out a form to arrange reimbursement of your school's activity fund.
3. Make arrangements for a bus with the Santa Fe Public Schools Transportation Department. (467-3500) Trips should take place between 8:30 AM and 2:00 PM and be made no later than two weeks in advance of the trip.

When your trip is concluded, we'd love to hear how it went. Please send any thoughts about your experience to the above address. We believe that a field trip to the Santa Fe Public Library can encourage a lifetime of library use. We hope you will make a library visit a priority this year.