

EDUCATIONAL CARD POLICY

Any educator may check out Library materials for use in the classroom for an extended period of time provided the following stipulations are met. Any educator who abuses the below privileges by continuously returning materials overdue or not meeting the stipulations below will forfeit the Educational Card privileges.

1. Educator must have an Educational Library Card separate from their Personal Card. Educators may apply for this card at the Circulation Desk. This card must contain information about the users work (i.e. address, phone, etc.) and may only be used by the person to whom it is issued.
2. All Educational items must be checked on the Educational Library Card.
3. All items will be checked for four weeks. Items may be renewed one time if there are no holds on the item.
4. **Overdue notices will be sent out on any overdue item and fines will start accruing after the 4th week.**
5. Because of the extended time allotted, Educators are expected to return items promptly.
6. **The Educational Card is for educational use only. Personal check-out should be done on your Personal Card. Children of educators need to check out library materials on their own Library card.**
7. Lost items must be replaced at cost plus a processing fee of \$3.50.