

# Appendix D

## Teacher's Collection Guidelines

1.) As outlined in the Circulation Policies Manual, teacher's cards may be issued to any full-time, certified classroom teacher, serving a public or private educational institution for Grades K-12, which serves a numerically-significant, diverse student body. Individuals filling in a full-time teaching position for an extended period of time (e.g. maternity leave) are also eligible to receive a teacher's card for the duration of their temporary position. Applicants must meet the following registration criteria.

- Any Canton School District resident who possesses a resident or non-resident Parlin-Ingersoll Public Library card.
- An individual who teaches within the Canton school district and presents a valid library card from any public library district located elsewhere.

2.) This special privilege does not apply to teacher's aides; substitute teachers; student teachers; part-time teachers; home school teachers; or non-teaching school personnel. These individuals may use their personal library cards to check out materials for school use. However, teacher's aides may check out collections on a supervising teacher's card, if said teacher has given verbal permission to the library for the teacher's aide to use this card. This permission will be noted on the registration record of the supervising teacher and the supervising teacher will be fully responsible for materials checked out by the teacher's aide in their name.

3.) In addition, approved employees working with pre-school children in a classroom setting for a public or private institution serving twenty or more students may apply for a teacher's card, with the approval of appropriate library personnel.

4.) The Teacher's Card may be used only to check out materials for the use of students. Individuals must use their personal library card to check out any materials intended for personal use.

5.) Teacher's Card holders may borrow up to 40 items for classroom use. This will permit teachers to checkout more books than an individual card. However, the checkout limits for all audiovisual item types will not exceed established norms.

6.) Loan periods for materials checked out with a Teacher's Card are initially the same as regular customers. The entire collection may be renewed once only made over the telephone, if extended loan periods are required and there are no holds on any items.

7.) Normally no fines will be charged for overdue items. However, teachers, or their schools, will be required to reimburse the library for any item that is not returned to the library, including applicable processing fees. If material is not returned, the library may suspend all borrowing privileges for the teacher, including their personal account. Family block rules may apply also. Additionally, a processing fee, but no overdue fines, will be charged for each item that is returned after it has been withdrawn from the collection.

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- 8.) Overdue notices will be generated for all materials in the teacher's collection. However, the overdue fines will not be assessed if items are returned before they are withdrawn from the collection.
- 9.) Teachers may reserve dvds, which they intend to use in the classroom. They may request extended use periods, not to exceed two weeks in most cases.
- 10.) Teachers may not check out adult new fiction with two-week circulation period on their teacher's card for any reason.
- 11.) If a teacher's status cannot be verified on a school website or by staff, new applicants will be asked to fill out an application, which will be verified with their employer. A card will be issued upon successful verification. The teacher's card will be kept at the library. Teacher's cards are purged after three years of inactivity, as per standard policy.
- 12.) The Youth Services Librarian is available to assist teachers in developing appropriate collections for classroom use.

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## Teacher's Card Registration

Individuals who teach or reside within the Canton School District boundaries are eligible for teacher's cards at the Parlin-Ingersoll Public Library of Canton. Applicants should review the guidelines for teacher's cards.

Please fill out the following registration and your registration will be processed as quickly as possible.

Name of Teacher: \_\_\_\_\_

Name of School: \_\_\_\_\_

Location of School: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Special Needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you wish to authorize a teacher's aide to pickup books for you? \_\_\_ Yes  
\_\_\_ No

If so, please specify who:

\_\_\_\_\_

Please call the library when there are any changes with the above information.

Thank you.