

Geauga County Public Library
Policy Manual

SECTION: Teacher Loan Card
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A teacher may apply for a teacher card whether or not he has a regular card. If the teacher has a regular card, fines over \$25.00 must be paid before the teacher loan card is issued.

Any teacher may apply for a Teacher Loan Card, including teachers from Geauga public and private schools, home school educators, preschool teachers, Amish teachers, etc. Teachers must show special identification showing that they are teachers who currently live or teach in Geauga County. Cards expire annually and documentation must be supplied each year to renew the card.

Items checked out on a Teacher Loan Card are due four weeks from checkout and can be renewed twice for four weeks each renewal resulting in a total permissible loan period of 12 weeks. No item may be renewed if another patron has placed a hold and is waiting for it. The maximum number of items that may be charged to a Teacher Loan Card at one time is 75.

Normal overdue fines (as specified in Policy 761) are assessed on overdue materials and charges for lost or damaged materials must also be paid.

The Teacher Loan Card application form must be used to apply for a Teacher Loan Card.

It is expected that items borrowed on a Teacher Loan Card will be used for student instruction. Determination of appropriate materials to be charged to a Teacher Loan Card is at the discretion of the library staff. Items for personal use must be borrowed using a personal, not teacher, library card. A teacher card is a privilege and may be revoked for failure to follow library rules, such as repeated failure to return materials on time and the use of the teacher card for non-teaching materials.

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