

## TEACHER CARD & DEPOSIT COLLECTION POLICY

The Shrewsbury Public Library offers Shrewsbury educators resources for classroom use through a special loan program designed to meet the needs of teachers and students. The Library can provide books, videos, DVDs, kits, and other library materials to support curriculum topics. Educators may request materials via phone, email, or the teacher's link on the library website. The following guidelines apply to this service:

1. Teacher Cards are available to educators working in private or public schools in the town of Shrewsbury. (Residency is not required.)
2. If a teacher holds a personal library card in the C/W MARS network, the borrowing record must be in good standing before the teacher card will be issued.
3. If a teacher does not possess an active personal card in the C/W MARS network, then he or she will be limited to five items at their first check-out.
4. Teacher Card privileges are offered for one year, and must be renewed annually.
5. An applicant for a Teacher card must review the specifics of this policy with a library staff member, must agree to the conditions of this service and sign the attached Agreement and Registration Form.
6. Teachers will be allowed to check out a collection of books or other library items for classroom use only, for an extended period of 6 weeks.
7. The applicant assumes financial responsibility for all lost or damaged items. It is highly recommended that all items remain in the classroom.
8. No overdue fines will be accrued on Teacher Cards.
9. Items checked out for personal use may not be checked out on Teacher Cards. Please use personal library cards for borrowing items for personal use.
- 10. Selection of materials must be done in conjunction with library staff. The librarian will work with the teacher to provide materials suitable for the topic being studied, and make every effort to provide the scope and amount of materials requested. The Library staff will, however, place limitations on the amount of materials loaned when library resources are inadequate to serve both school and public users.**
  - a. Teachers of students in grades 5 and below must confer with a Children's Librarian when arranging a deposit collection, and have an authorization sheet completed by the children's librarian before proceeding to the check out desk.**
  - b. Teachers of older students must confer with the Young Adult Librarian, Head of Circulation, Library Director or Assistant Director before proceeding to the check out desk**

## TEACHER CARD AGREEMENT & REGISTRATION FORM

OCR# \_\_\_\_\_

### REGISTRATION APPLICATION - PLEASE PRINT

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To register for a Teacher Card, you will need to complete this form, provide two (2) forms of current identification with your address, such as a driver's license, check book, mail etc....

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Teacher's Last Name

First Name

Full Middle Name

### SCHOOL INFORMATION

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Name of School

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School Address

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City

State

Zip Code

School Phone

School E-mail

### PERSONAL INFORMATION

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Name

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Street Address or P. O. Box # (apartment # if applicable)

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City

State

Zip Code / pcode 4

Home Phone

Home E-mail

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Date of Birth / pcode 3 (optional)

Social Security / Unique Identification (optional )

### AGREEMENT

☐ I have read the regulations for the Teacher Card & Deposit Collection Policy and agree to adhere to the policy when making use of the privileges of the Teacher Card Service.

☐ I agree to be responsible for loss and damage for all material borrowed with this card.

☐ I authorize library staff to check out materials under this registration, based on telephone, email or other requests I make.

SIGNATURE

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FOR STAFF USE ONLY - DO NOT WRITE BELOW THIS LINE

Date: \_\_\_\_\_

Initials of Staff Member reviewed guidelines with Teacher: \_\_\_\_\_