

**West Bloomfield Twp. Public Library**  
**TEACHER -- LIBRARY CARD APPLICATION**

Please print all information requested.

TEACHER NAME \_\_\_\_\_

PRINCIPAL NAME \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

Street Number and Name

\_\_\_\_\_

City

\_\_\_\_\_

Zip Code

SCHOOL PHONE NUMBER \_\_\_\_\_

TEACHER E-MAIL \_\_\_\_\_

This must be an actively used email. All circulation notices will be sent to this email address.

**Responsibilities**

- The use of the card must support school operations and not the personal needs of the teacher.
- The established fines and fees schedule including charges for lost and damaged materials and library loan rules must be followed. There is a four (4) times renewal limit on items eligible for renewal.
- Accrued fines and fees including charges for lost and damaged materials are the responsibility of the teacher/school system
- Overdue notices are sent to the teacher at the school. All outstanding fines and fees must be paid at the end of the school year, in order to be eligible for a card in the next school year.
- In accordance with the Library Privacy Act, the Library will release information on the card only to the teacher. Under the Act, the Library may release information to the school principal or other school official, as a means to retrieve overdue materials and/or fines and fees.

**Card Parameters**

- All circulating materials, with the exception of adult new feature videos and DVD's and adult book group kits, are available for teacher loan.
- Teachers may call or email in advance to have items selected by a librarian.
- There is a maximum limit of 50 items checked out on the card at any given time.
- The cardholder is entitled to place holds and interlibrary loans.
- The cardholder is entitled to remote access to the Library's databases. The access is for single use by the teacher within the school building only. It is not to be used for classroom instruction purposes.

**I certify that the above information is correct. I accept responsibility for materials borrowed on the library card issued from this application. I agree to follow the responsibilities and parameters outlined in the above policy.**

\_\_\_\_\_  
Teacher's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's signature

\_\_\_\_\_  
Date