

## **Circulation Policy No. 19**

**Subject:                   TEACHER LOAN POLICY**

**Adopted by the Board November 13, 2002**

**Revised June 8, 2005; May 9, 2007; June 11, 2008; September 15, 2010; December 17, 2014; March 23, 2016; March 17, 2021; April 1, 2024**

### **Eligibility**

Any K-12 teacher in a public or private school located in the legal service area (or has a high percentage of West Bloomfield residents enrolled) is eligible for a teacher loan card. A teacher must submit proof of identification and an application for the card that includes the signature of the school principal. The card is good for a period of one year (September 1 – August 31).

### **Responsibilities**

The use of the card must support school operations and not the personal needs of the teacher.

The established library loan rules must be followed as well as lost item replacement policies; however, there is a four (4) times renewal limit on items eligible for renewal.

Accrued fees as well as replacement costs for items lost or damaged are the responsibility of the teacher/school system. Overdue notices are sent to the teacher at the school address. All outstanding fees must be paid at the end of the school year, in order to be eligible for a card in the next school year.

The Library expects the replacement of lost materials and will charge accordingly. In the event of a dispute, the Library requires a written request from the school principal to waive charges.

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 fees.

### **Card Parameters**

All circulating materials, with the exception of adult new feature DVD's, adult book group kits, video games and discovery tablets, are available for teacher loan. Teachers may call in or email in advance to have items selected by a librarian.

There is a maximum limit of fifty (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. The card may not be used to access electronic resources for classroom instruction, due to the Library's licensing agreements with vendors.