

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; July 8, 2026

Eligibility

Any preschool-grade 12 teacher at a school located in the legal service area (or has a high percentage of West Bloomfield residents enrolled) is eligible for a teacher loan card. Teachers must submit proof of identification, proof of employment, and fill out an application for the card. 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 for replacement costs for items lost or damaged are the responsibility of the teacher. Overdue notices are sent to the teacher at the email address provided. 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.

In accordance with the Library Privacy Act, the Library will release information on the card only to the teacher.

Card Parameters

All circulating materials, with the exception adult book group kits, hotspots, and video games, 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 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 for professional and educational purposes.

Teacher cardholders are subject to all the rules outlined in the Library Card Chart (Attachment D). A teacher card is non-transferable, including to members of the cardholder's family.