

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 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 fees including charges for lost and damaged materials are the responsibility of the teacher.
- Overdue notices are sent to the teacher at the school. 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 of 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 50 items checked out on the card at any given time.
- The cardholder is entitled to place holds.
- The cardholder is entitled to remote access to the Library's databases for professional use and classroom instruction.

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