

Teacher Card Policy

The public library is a community institution serving a wide range of organizations, interests, and age groups. Schools and students are an important segment of the community. With a goal of making contact between educators and the public library more effective, the Watauga Public Library will provide a card to teachers which provide an extended loan period and increased borrowing limit for classroom collections.

Teacher Cards may be issued to teachers in the public (Birdville & Keller School Districts), private, and parochial schools, including nursery schools, preschools and daycare schools that serve the Watauga community. A teacher must complete and sign a Library application card. A currently dated statement on school letterhead verifying the teacher's employment or a current school employee ID along with the teacher's own personal picture ID must be presented at application.

Materials for use in the classroom or in support of the classroom are eligible to be checked out on a teacher card. Teacher cards may be used to check out books for three weeks, with an opportunity for one renewal of an additional three weeks if needed. As a professional courtesy, teachers are requested to notify a Children's Librarian or Adult Librarian for adult books, if they wish to take more than four books on any one topic. Library staff will place limitations on the amount of materials loaned when Library resources are inadequate to serve both school and public users. Teachers are responsible for books they check out. No fines will be charged for a three-week period after the books are due. The teacher will be responsible for all fines due on materials that are not returned by the end of this grace period. Watauga Public Library will waive processing fees for lost or damaged books.

Teachers are invited to check out audio-visual (AV) materials on their personal cards. AV items **may not** be checked out on the teacher card. Please use personal Library Cards to borrow AV items for personal use. Please be aware of public performance rights for these materials if sharing them with students. Additional items not eligible for Teacher Card checkout include new fiction or any items with reserves.

The Teacher Card may only be used at the Watauga Public Library for Watauga Public materials. Account information may be accessed online to assist with management of items checked out or upon request; the Circulation staff can print off a list of the items checked out to the Teacher Card to assist with management of the items.

Teacher Card privileges are offered for the current school year only, and must be renewed for each future school year. A current employee ID must be presented and all delinquencies must be cleared at the time of renewal. Teacher checkout privileges may be denied to persons abusing the privilege. Teacher cards will not be issued to college/university students enrolled in a teaching degree program.

Approved by Library Board 9/11/2008
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