



Procedures

TEACHER LOAN GUIDELINES

1. All items, **except** high demand items (QuickFlicks, 3-day, Rapid Reads) and materials for personal use, can be checked out on a teacher loan card.
2. The limit per teacher loan card is 10 items. The Library may limit the number of materials on a specific subject because of high demand or community usage.
3. Teacher loan cards are for teachers of grades 12 and under, including preschool teachers, childcare workers and others who work with children. Please register for a teacher loan card at the Circulation Desk. Student teachers cannot be issued a teacher loan card, they must make arrangements with their classroom teacher to check out items.
4. Teacher loan requests may be made in person or by phone. The staff will hold your teacher loan for one week. After one week the items will be re-shelved.
5. Because there are usually many items in a teacher loan, and because teacher loans require special processing, please pick up and return teacher loans inside the Library at the Circulation Desk. Do not use the book drop or drive-up window to return teacher loans. Return teacher loan items in the teacher loan bag. Do not empty the bag to return items individually.
6. Because of the large number of items in a teacher loan, the Circulation Department needs time to process the loan. Please allow at least one business day for the staff to process your order. Teacher loans must be picked up inside the Library at the Circulation Desk. Do not use the drive-up window to pick up teacher loans.
7. The loan period for a teacher loan is 28 days. A teacher loan may be renewed once. Any item that has a hold on it cannot be renewed. Please have your teacher loan Library card number ready to ensure proper processing of your renewal. Library items may not be reserved for a specific date.
8. There are no fines on teacher loans but prompt return is appreciated so others can use the materials.
9. Teachers are responsible for lost or damaged items that are checked out on their teacher loan card.
10. Notify the Circulation staff if you change your school or grade.