

SECTION:	PS 9	OUTREACH SERVICES AND INTERAGENCY RELATIONSHIPS
SUBSECTION:		SERVICES TO EDUCATORS
POLICY:	PS 9.2	TEACHER COLLECTION
REVISIONS:		10/03; 09/16/2020; 09/18/24

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A Teacher Collection is a thematic collection of age-appropriate books and materials based on a chosen subject(s). This service requires a Teacher's Library Card. This special library card allows educators to borrow materials for four weeks (28 days) for classroom use. It is recommended that a *Teacher Collection Request* form be submitted at least one week prior to pick-up of materials.

Teacher Library Cards require the same identity and current address verification as Adult Cards. Financial responsibility for lost or damaged items remains with the card holder.

A Teacher Collection allows the patron to borrow materials as set by the following guidelines:

- Materials included are to be made available solely for educational purposes;
- Materials circulate for 28 days and may be renewed up to three (3) times for an additional 28 days. Items may be renewed only if there are no holds by other patrons;
- Requests may be submitted online;
- Print request forms are available at all service desks;
- The Teacher Library Card holder is responsible for all materials checked out to that card. Lost, damaged, and long-overdue materials will be charged according to the library's regular schedule;
- Arrangements can be made for delivery through the Outreach Services Department;
- A teacher may choose to visit the library and select materials themselves;
- Some items may not be available for the 28-day loan, such as current English Festival or Science Fair titles;
- New fiction releases purchased within the last three (3) months may not circulate in a teacher collection.

The Library is happy to supply monthly thematic and age/reading-level appropriate collections upon request.