

TEACHER CARDS

POLICY:

It is the policy of the Park Ridge Public Library to enter into contracts with schools within the jurisdictional boundaries of The City of Park Ridge to provide limited borrowing privileges to teachers who work at the school.

RULES:

1. The definition of "school" shall include public and parochial elementary and high schools as well as preschools, licensed day care facilities and other educational institutions within the city limits of Park Ridge.
2. A current letter of agreement between the Park Ridge Public Library and the school must be on file at the beginning of the school year.
3. Teachers who are eligible may apply for a school year Teacher Card by presenting identification that shows proof of employment no earlier than 10 days before the start of the school year, or September 1, whichever is earlier.
4. Teacher Cards issued for the current school year expire each year on June 1 or the last day of the school term.
5. A maximum of fifty items may be checked out on a teacher card at any time.
6. The school is financially responsible for all lost or damaged materials and all outstanding overdue fines. Bills for long overdue items and outstanding fines will be sent to the school.
7. Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library policy.
8. Teacher Library Cards may only be used at the Park Ridge Public Library.
9. Any teacher whose library card is lost and/or stolen must notify the Park Ridge Public Library immediately. The cardholder's maximum liability is \$50 on all materials checked out and not returned prior to notifying the Library.

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