



## Teacher Cards at Wright Memorial Public Library

Wright Memorial Public Library provides educators extended access to educational library materials tailored to classroom needs. Educators at schools and educational institutions, and home school parents are eligible and may apply for a Teacher Card yearly.

Teacher Cards will expire yearly on June 15. Educators may renew their Teacher Cards after June 15 as long as proof of employment for the new school year is provided and both their teacher and personal cards are in good standing.

### Uses and benefits of a Teacher Card:

- Teacher cards are used to check out instructional materials for the classroom.
- Up to 150 educational items may be checked out at a time, 25 of which can be DVDs/Blu-rays
- Regular books check out for six weeks initially, and can be renewed for three week periods up to six times, like normal checkouts.
- Please note, any item that is placed on hold for another patron will not renew.
- Any item other than regular books—such as DVDs—will still check out for their normal length of time, not for six weeks.
- Teacher cards do not accrue overdue fines on library materials, but interlibrary loans will still accrue their normal fees.
- Teacher cards will be billed for lost or damaged material.
- Teacher cards can *only* be used for school materials. All personal materials must be checked out on a separate card.

### To receive a Teacher Card, educators must:

- Complete a Teacher Card application (found at [wrightlibrary.org/teachers](http://wrightlibrary.org/teachers)) and return it to Wright Memorial Public Library in person.
- Provide a photo ID and a verified address.
- Certify active teaching status for the school year. This may be done with one of the following:
  - School ID with the current school year listed
    - If the current school year is not listed, we will need additional proof
  - Current school year contract or a pay stub from the district
  - School's official, current website listing teacher's name as faculty
  - Letter on official school letterhead stating that the educator is employed for the current school year
  - An email from an official school email address, sent while visiting the library
  - An Excuse from Compulsory Attendance (for homeschoolers)
- Accept responsibility for any charges leveled against the card. Overdue fines will not be assessed except for interlibrary loans, but educators will be charged for lost or damaged materials. Misuse of the Teacher Card may result in revoking of Teacher Card borrowing privileges.

