

LOCKPORT PUBLIC LIBRARY

Teacher Loan Policy

The Library will issue a separate Teacher Loan library card to any teacher upon request. The teacher must possess and maintain a personal NIOGA library card in good standing. The teacher must present an official school ID as identification, or bring a written request signed by the school principal. Teacher Loan cards will expire yearly on June 30, but may be renewed if the teacher provides proof of a teaching assignment for the new school year.

Teachers maintaining a personal library card with fines or fees exceeding the maximum fine/fee threshold for borrowing will not be permitted to use their Teacher Loan card until the personal fines/fees are below the threshold.

A Teacher Loan is for 21 days. No fines will be charged on materials checked out on a Teacher Loan card; however, overdue notices will be sent if necessary.

All materials checked out on the Teacher Loan card are the responsibility of the teacher. DAMAGED, LOST or STOLEN materials are the obligation of the teacher.

Materials checked out on a Teacher Loan card should be for CLASSROOM USE ONLY and not for computer use or personal borrowing, such as current fiction and best sellers.

The Teacher Loan card will be held on file in the Children's Room of the Lockport Public Library. Other NIOGA libraries do not honor our Teacher Card.

The Children's Department staff will be pleased to pre-select books for you. Please try to give staff at least a week's notice to collect the materials. Due to limited availability of holiday and seasonal materials, staff may not be able to completely fill requests. Any loans may be limited to 20 items or less based on availability.

If you have any questions, please feel free to call the department at 433-5935 ext 4, or stop in at the Children's Department desk.

Thank you for your co-operation.

Policy adopted: 12/13/06

Board of Trustees
Lockport Public Library