

PLAIN CITY PUBLIC LIBRARY ADMINISTRATIVE POLICY AND PROCEDURES

SUBJECT: TEACHER COLLECTIONS

DATE APPROVED: 7/17/2000

REVISED: 9/10/2004, 3/19/2007, 5/17/2021

POLICY: Library staff will assemble collections for teachers responsible for a full-time classroom, instructors in state licensed preschools and day care facilities, or homeschool educators, for a nine (9) week loan period. Educators must check out teacher collections on their Plain City Public Library issued Teacher Card to receive the benefits listed within this policy. Educators may obtain a Teacher Card with either an established Plain City Public Library card with fees less than \$5.00, or a valid photo ID showing their current and correct residential address. If photo identification does not show a current address, then prospective cardholders must provide a piece of official mail or bank checks showing current address. The following limitations apply:

1. Teacher Cards may be used only for classroom collections. Items for personal use must be checked out on personal cards.
 - a. Collections will be limited to fifty (50) items.
 - b. Subject areas may be limited since library materials are used by the entire community.
 - c. Magazines may not be included in a teacher collection.
 - d. Games, video recordings, and audio recordings may be included in collections, but they will be loaned for two (2) weeks only and must be returned promptly.
 - e. Library staff may reserve items from other libraries for a collection but cannot guarantee that items ordered will arrive at the same time.
2. Classroom collections may not be transferred to another card.
3. Educators should submit collection requests by completing the on-line request form located on the library's website or using the designated contact link at least three (3) business days in advance.
4. Collections should be picked up on the requested pick-up date. Loan periods will begin on this date. Educators have seven (7) business days to pick up collections. If collections have not been picked up after one week, the collection will be returned. Items that are sent from consortium libraries will be returned to that library if they are not picked up within three (3) business days.
5. Educators are responsible for materials checked out on their Teacher Card and any fees for lost or damaged materials.
6. The Library reserves the right to suspend borrowing privileges if fees become extreme.
7. Borrowing privileges may be suspended if materials are not returned promptly at the end of the loan period.

8. Teacher Cards without card activity for more than 3 years may be deleted from the library's patron database. Patrons with deleted cards may reapply.