

## TEACHER CARD & DEPOSIT COLLECTION POLICY

The Shrewsbury Public Library offers Shrewsbury educators resources through a special loan program designed to meet the needs of teachers and students. The Library can provide books, DVDs, kits, and other library materials to support curriculum topics. Educators may request materials via phone, email, or the Resources for Educators page on the library website. The following guidelines apply to this service:

1. Teacher Cards are available to educators working in private, public, and home schools in the town of Shrewsbury. (Residency is not required.)
2. If a teacher holds a personal library card in the C/W MARS network, the borrowing record must be in good standing before the Teacher card will be issued.
3. Teacher Card privileges are offered for one year from date of registration, and must be renewed annually.
4. An applicant for a Teacher card must review this policy, agree to the conditions of this service, and sign the attached Agreement and Registration Form.
5. Teachers will be allowed to check out a collection of books or other library items for 6 weeks and then renew them for an additional period of 6 weeks.
6. The applicant assumes financial responsibility for all lost or damaged items. It is highly recommended that all items remain in the classroom.
7. No overdue fines will be accrued on Teacher Cards.
8. Items checked out for personal use may not be checked out on Teacher Cards. Please use personal library cards for borrowing items for personal use.
9. When multiple materials are needed for classroom use, we ask that the teacher fill out a Teacher Material Request Form. While the library will make every effort to provide the resources needed for the classroom, loans of certain high demand or limited copy resources may be prohibited or limited in order to ensure that the library can meet the needs of the general public.
10. Arrangements to have the Outreach Librarian deliver materials to the school is possible, but requires at least one week advance notice.

## TEACHER CARD AGREEMENT & REGISTRATION FORM

### REGISTRATION APPLICATION - PLEASE PRINT

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Teacher's Last Name

First Name

Full Middle Name

### SCHOOL INFORMATION

Name of School

School Address

City State Zip Code School Phone School E-mail  
(For Holds and Due Date Notices)

### PERSONAL INFORMATION

Name

Street Mailing Address or P. O. Box # (apartment # if applicable)

City State Zip Code Home Phone Home E-mail

Date of Birth

### AGREEMENT

I have read the regulations for the Teacher Card & Deposit Collection Policy and agree to adhere to the policy when making use of the privileges of the Teacher Card Service.

I agree to be responsible for loss and damage for all material borrowed with this card.

I authorize library staff to check out materials under this registration, based on telephone, email or other requests I make.

SIGNATURE

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FOR STAFF USE ONLY - DO NOT WRITE BELOW THIS LINE

Date: \_\_\_\_\_

Initials of Staff Member