

Oskaloosa Public Library		Extended Teacher Cards	
Policy:			
Adopted:	February 2004	Last Affirmation:	May 2011

The Board of Trustees recognizes the need for teachers to have extended privileges for circulation of curriculum materials and has set this policy into effect to meet those standards. Teacher cards are issued upon the approval of the Library Director or Youth Librarian.

Teachers may check out materials for classroom usage for up to eight weeks without penalty or fines.

Patrons who qualify as a "teacher" include the following:

- Full time or part time teachers (or long term substitutes) who work at a public or private school.
- Preschool teachers
- Guidance counselors
- Library staff
- College instructors
- Home school parents
- Activity directors at nursing homes and other care facilities.
- Licensed in-home daycare providers
- Others who are approved by the Library Director or Youth Librarian.

Patrons who do not qualify for a teacher card are student teachers, substitute teachers (unless long-term), "home school preschool teachers", college students, and teacher's aides.

In-home daycare providers must show the Library Director or Youth Librarian a copy of their license to receive a teacher's card.

The materials checked out on the teacher's card should be for curriculum use only. Personal items must be checked out on a regular library card. Anyone checking out personal materials on their teacher card will be denied extended teacher card privileges.

Teachers may be allowed to have movies of all formats for one week instead of three days if used within their curriculum planning.

Teacher cards must be updated bi-annually.