

TEACHER LOAN POLICY

Purpose

The Reading Public Library offers a wide variety of services to meet the educational and recreational needs of children, young adults, and those who work with them. Unlike a school library, the Reading Public Library does not attempt to collect curriculum-related materials unless those materials are of interest to the general public. Rather, the Reading Public Library seeks to complement the materials offered in a school library. Teachers in Reading schools who wish to enhance their students' access to library materials are encouraged to take advantage of the special borrowing privileges offered to them via a Reading Teacher card.

Only materials for use in the classroom or in support of the classroom are eligible to be checked out on a teacher card. As a professional courtesy, teachers are requested to notify a children's librarian or a reference librarian if they wish to take more than three books on any one topic. This will ensure that sufficient materials are left for the general public.

**Teacher cards may also be used to access online resources for use in the classroom or in support of the classroom.*

Eligibility

All teachers of Reading public or private schools are eligible for special teacher cards if their school has formally agreed to pay for any lost or damaged materials. Teachers who change schools must update their card to reflect their current position. Teacher Card Authorization forms, signed by principals, are on file in the Administration Office.

Library Cards

Teachers may get cards at either Children's or Borrower Services desks. Each teacher will be issued his/her own card. Alternately, library staff may issue cards on site or teachers may send applications via the courier and cards will be sent to the school.

Loan Period

Reading Public Library materials are checked out for 8 weeks. This extended loan period does not apply to materials from other libraries.

Renewals

Due to the 8-week loan period, renewals will be made on an exceptional basis.

Overdue Notices

The Library will send notices to teachers as a reminder of outstanding library materials. In June, the Library will issue bills to the schools for any outstanding charges. In the fall, the Library will notify teachers of any items left over from the previous year.

Fines

There are no fines on overdue materials for Reading Public Library materials.

Replacement

The teacher's school is responsible for replacement cost of lost or damaged materials.

Adopted: February 27, 1989
Amended: June 19, 1995
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