

Columbus Public Library

Teacher Card Policy

The Columbus Public Library Teacher Card is a service offered area educators.

1. Eligibility

Any teacher or daycare provider living or teaching in the Columbus area is eligible for a Teacher Card. A teacher must have a personal library card in good standing and an accurate and active e-mail address in the system in order to be eligible. A registration form must be filled out and signed by the teacher and signed by the school director or principal.

2. Fines and Damaged Items

Personal items may not be checked out on a Teacher Card. The teacher is personally responsible for all materials checked out on the card. Teachers will not be fined for overdue items but are expected to return items based on the library due date policy for all materials. Organizations will be held responsible for all lost and damaged items. Standard fees will be assessed for lost and damaged items, improper use of materials or failure to return materials within a reasonable amount of time.

Teacher Cards may be revoked at any time at the Library Director's discretion.

Adopted 8/21/12

Revised 3/20/18

**Columbus Public Library
Teacher Card
Registration Form**

Teacher's Name: _____

School: _____

School Address: _____

Teacher's School Phone Number: _____

Teacher's School e-mail address: _____

Grade _____ **# of Students** _____

I agree to be responsible for material drawn on the library card issued in the above name, and that I am responsible to pay for lost and damaged materials.

Teacher Signature

Date

Principal/Director Signature

Date