

CANAL FULTON LIBRARY TEACHER CARD APPLICATION**For Staff Only:** Please verify name & address by checking Ohio Driver's License, Ohio I.D., personal checkbook, Current mail, etc.

Name/Address Verified _____ Staff Initials _____ CARD #: _____

Please print. Please read carefully and fill out completely.

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____ City: _____ Zip: _____

E-Mail Address: _____ **OR** Text Message Phone#: _____Telephone#: _____ Birth date: _____ Male Female

Residence is in: (Please check one)

Canal Fulton / Stark Co. Lawrence Twp/Stark Co. Clinton / Summit Co. Franklin Twp / Summit Co.
 Massillon / Stark Co. Jackson Twp / Stark Co. Tuscarawas Twp / Stark Co. Other Ohio Co.
 Other Stark Co. Other Summit Co. Other Wayne Co.

I apply for the right to use the teacher card, and I agree to comply with the teacher loan policy; make good any loss or damage to materials incurred during use of my card; and give immediate notification of any change in address, telephone, or e-mail address.

Signature: _____ **Date:** _____

My current teaching position is at:

Name of School: _____ **Grade:** _____ **School Phone:** _____**TEACHER LOAN POLICY**

Canal Fulton Public Library
Revised 8/8/2005

To obtain a Teacher Loan Card:

- The teacher must have a current, valid library card in good standing (no fines or fees exceeding \$5.00).
- The teacher must show proof of current teacher position.
- Student teachers must show proof of current assignment/course.
- Homeschoolers must show proof of exemption.
- Everyone must show proof of current address.

All teacher cards are kept at the circulation desk in the Children's Department at the library. They are a separate account for classroom use only. Teacher cards cannot be used for personal use. Teacher cards will expire every August 1st. They can be renewed with proof of teaching position.

Teacher Loan Cards allow for the following privileges:

- Books from the Children's Department can be checked out for the extended 6-week loan period. (Teacher loans are NOT renewable.)
- Items checked out on a teacher loan are exempt from overdue fines; however, an overdue notice will be sent out as a reminder to return the items as soon as possible.
- Up to 100 items may be checked out on one teacher card. Canal Fulton Public Library reserves the right to limit books that are in high demand, such as assignment subjects or holiday books.
- Each Teacher Loan Card will allow for 3 lost or damaged books per school year (August 1 through July 31) at no charge. Charges will be assessed for the 4th book and all subsequent books lost or damaged during this time period.
- Teachers may request that a librarian pull a teacher collection on a unit or theme. Books are limited to availability. Please allow 3 days notice for special requests.
- A courier delivery service is available to all teachers in Northwest School District.
- Titles in the Young Adult Department and Adult Department are available for teacher loans upon request.

We regret that the following items are NOT available for teacher loans:

- All 7 day items
- DVDs and videos
- Interlibrary Loans