

APPENDIX A

RIGHTS AND RESPONSIBILITIES OF EDUCATOR LIBRARY CARDHOLDERS

School District will submit to Library an annual list of administrators, teachers, and staff who work directly with students in a classroom or resource capacity or supervise such work, as authorization for Library to issue Educator Library Cards to individuals on the list.

Holders of Educator Library Cards are subject to Library's Appropriate Library Use Policy and all other Library policies and practices, except as otherwise provided or limited by the terms of the Agreement for Library Services between the School District and Library, and this document, including those limitations specified below.

- Educator Library Cards may be used to check out Library materials for school educational purposes, and to request educator resource bags. They are not intended for the cardholder's personal use or use at other libraries. Educators interested in borrowing personal materials may register their personal library card and use it to access books, movies, and more in accordance with the Library's Borrowing Policy.
- Loan periods, renewals, item limits per card, and maximum checkouts will be consistent with the Library's current Borrowing Policy.
- Hot Pick DVDs and Most Wanted books may not be borrowed with Educator Library Cards.
- Explore More Illinois and Museum Adventure Passes and may not be borrowed with Educator Library Cards.
- Items on hold for other patrons are not renewable and must be returned promptly by the due date.
- When a checked-out item is more than 21 days overdue, the cardholder will be unable to check out additional items until the overdue item is returned.
- Items not returned after being overdue for six weeks will be considered lost and will be billed at replacement cost to the School District. Damaged items are also billed to the account at replacement cost.