

## Educator Card Guidelines



Grafton-Midview Public Library provides a separate library card account to teachers and home educators (Pre-K-12<sup>th</sup> grade). We hope this service will allow you to provide quality materials to your pupils, while reducing the worry of reaching the maximum lending limits on your personal account.

In order to qualify for an Educator card you must:

- Show proof of affiliation with school (name badge, pay stub, etc.) or letter of homeschooling status.
- Assume responsibility for damaged and lost item fees accrued on this account.

Items on Educator Cards have an extended check-out period to accommodate your needs. In order to ensure that others have access to these materials we will allow one renewal, however, we do not allow for new materials that are considered non-educational to be checked out onto accounts of this type. You may have up to a maximum of 50 items and the loan times by item type are shown below.

Item Type	Length of Loan
Adult and Juvenile Books, Audiobooks, and Playaways	6 Weeks
Magazines	3 Weeks
New Music CDs	1 Week
Regular Music CDs	3 Weeks
New DVDs and Blu-Rays	Cannot be checked out on this account type
Regular DVDs and Blu-Rays	3 Weeks
Video Games	Cannot be checked out on this account type

The Youth Services and Reference staff would be glad to help pull resources for any upcoming projects you may have. In order to give staff members adequate time to process materials for any holds, please give us 48 hours' notice. A staff member will notify you when your items are available for checkout and we will hold items for 3 days. Items unclaimed after 3 days will be put back into circulation.

Due to the size of our collection and high demand for particular themes and subjects, we may not be able to accommodate all requests and staff reserves the right to limit the number of items selected.

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