

Educator Outreach Card Policy

Purpose

The Peter White Public Library (PWPL) is committed to supporting children with learning and academic development by working with schools and educators. Outreach to public and private K-12 schools in the PWPL service area fulfills our mission to enrich our community through library services and cultural opportunities. Students in grades kindergarten through 12th grade are provided services by bringing resources into their individual classrooms.

What is an Educator Outreach Card?

Educator Outreach Cards allow teachers to borrow library materials for one month at a time for their classroom. Trained library staff in the Youth Services Department of the PWPL will select appropriate materials in collaboration with the Educator, the number of items to be up to the number of students in the classroom, not to exceed 25 items. PWPL library staff may deliver these materials to the classroom in a container for classroom use only, or the educator may pick them up. Arrangements will be made for return of materials upon delivery or pick up.

No materials are to leave the classroom.

PWPL does not guarantee monthly book drop offs. Depending on demand, educators may be limited to a certain number of book drop-offs per school year.

Educator Outreach Cards are for curriculum support and classroom use only.

The Educator Outreach Card is not eligible to borrow interlibrary loan items or place holds on materials, or access online resources. Items will be selected from physical collections at PWPL. If online access is desired, please contact the Youth Services Librarian at PWPL for more information.

Subject matter limits may be imposed at the discretion of librarian based upon the information needs of other library users.

Educator Outreach Cards have a duration of one academic year (September 15- June 15) and renewal will occur with proof of current Educator status at the beginning of each school year.

The physical Educator Outreach Cards will be kept in the Youth Services Department at PWPL. This will allow staff to prepare items for classrooms and transport more efficiently. If educators need information about their account, the educator should contact either the Youth Services Department or the Circulation Department at PWPL via phone at 906-228-9510 or via email to the Youth Services Department Head or the Circulation Department Head.

Educator Outreach Cards are separate from a teacher's personal library card. The status of a teacher's personal library card is independent of the status of an Educator Outreach Card.

Who can get an Educator Outreach Card?

Educator Outreach Cards are available to any *K-12 Educator* currently employed as a K-12 teacher, and is teaching at a school located in the Peter White Public Library Service Area. The PWPL Service Area includes City of Marquette and the following townships: Chocoday, Ewing, Marquette, Sands, Skandia, Turin, Wells and West Branch.

Homeschooling families do not qualify for a K-12 Educator Outreach Card.

How to get an Educator Outreach Card:

- Apply with the Youth Services Librarian or the Circulation Department Head
- Show valid photograph identification (i.e. Driver's License, etc.); **and**
- Proof of current K-12 educator status in City of Marquette or in one of the following townships: Chocoday, Ewing, Marquette, Sands, Skandia, Turin, Wells or West Branch

Who is responsible for charges on an Educator Outreach Card?

Educators are personally responsible for paying lost and damaged fees on Educator Outreach Cards which may include damaged/lost containers to transport items.

Educator Outreach Card privileges will be suspended if any item is 45 days overdue.

Educator Outreach Cards are not generally charged overdue fines as children's print materials are not subject to fines. Lost and damaged items will be the responsibility of the Educator.

Once accounts are reconciled with a balance of \$0.00, service will be restored.

Notifications of Overdue and Assumed Lost Materials:

The first overdue notice will be sent one week after the due date. This overdue notice will come by email.

A second overdue notice will be sent two weeks after the due date. This overdue notice will be mailed to the educator via USPS.

If an item has still not been returned, six weeks after the due date, the educator is sent a bill for the replacement price of the item via USPS. If the Library does not receive any response from the educator after the bill stage, and the balance due exceeds \$35.00, the patron's bill will be turned over to the library's collection agency. At this time, a non-refundable \$15.00 service fee will be charged to the educator's record.

Peter White Public Library Board of Trustees

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Updated: