

# Policies

## **SCHOOL AND TEACHER SERVICES**

**Combines Public Library/School Library Relations 1/11/78 & Teacher Card Policy 4/13/83; reviewed & revised 8/20/03, 2/18/09, 10/15/14, 10/16/2019, 08/21/2024.**

**Review Date: 2029**

It is the policy of T.B. Scott Free Library to work cooperatively with local schools, school libraries, and regulated day care centers to help serve the educational needs of Merrill area children/students.

Since the library's clientele and range of services are broader than those of school libraries, the public library does not perform the same functions as school or other institutional libraries that are designed to meet curricular needs. However, every effort will be made to maintain a cooperative and collaborative relationship with schools and regulated day care centers for the planning of educational programs and services for children and teachers.

The staff at T.B. Scott Free Library will:

- Provide materials that supplement the educational curriculum to aid students in their homework assignments and designate funds for the purchase of such supplemental materials.
- Help teachers choose, from the library's collection, books and materials on specific subjects.
- On request, prepare booklists or book talks on specific subjects as staff time and ability permit.
- Give tours and explain library services to groups of students and teachers.
- Schedule class visits. Each class visit may include a brief lesson on library procedures, organization of collections, or a specific topic chosen by the teacher or library staff (e.g., nonfiction, award-winning books, or poetry).
- Visit schools in an effort to promote the use of both public and school libraries.
- Issue to teachers and regulated day care providers a Teacher Card to use for the checkout of items that are to be used in the classroom.

To obtain and retain a Teacher Card at T.B. Scott Free Library, a patron is required to:

- Be a teacher or long-term substitute teacher currently employed in an area school or a regulated day-care provider.
- Have a regular adult library card. All materials not specifically intended for classroom use must be checked out on this card.
- Have an up-to-date Teacher Card application on file at the Youth Services Desk. Unused Teacher Card records will be deleted from the system annually.
- Notify the Youth Services Desk upon retirement or job change.

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## The Privileges of a Teacher Card:

- Although teachers are expected to make every effort to return materials by the due date (or renew them by phone or online), materials checked out on a Teacher Card do not accrue fines when overdue. This is a courtesy to allow for materials that have been misplaced or taken home by students. However, fees for lost or damaged items will be assessed and charged to the holder of the Teacher Card, according to normal library policies.