

- **Teacher Cards**

Special library cards will be available to teachers who reside or teach in the greater Orrville area, including student teachers and preschool teachers. Requests from teachers outside the greater Orrville area should be referred to the Circulation Manager, the Youth Services Manager, or the Director.

Verification of teacher employment status must be presented to receive a teacher card. Homeschool teachers should show their “Homeschooling Acceptance Letter.”

Teacher card status must be renewed each school year.

There is a limit of one card per educator.

Orrville Public Library print materials checked out on teacher cards will circulate for three (3) weeks. Materials may be renewed five (5) times. No overdue fees will be charged. A total of up to 100 items may be checked out on a teacher card at any given time.

Orrville Public Library audiovisual items may be checked out on a teacher card, but the loan period will be the standard loan period for the media. Charges *will* accrue.

Items from other libraries, including audiovisual, may be checked out, but the lending library’s loan period and overdue fee schedule will apply.

If notified by a teacher of a special circumstance or need, staff is empowered to make reasonable accommodation.

Charges will be assessed for lost and damaged items.

The teacher card is for classroom materials only. Items for personal use will not be checked out on a teacher card.