

BARTHOLOMEW COUNTY PUBLIC LIBRARY

POLICY FOR CLASSROOM AND HOME SCHOOL TEACHERS

- A. Classroom and Home School Teacher privileges are extended by BCPL to assist preschool, elementary grade, middle school, high school, and college instructors in the educational process.
 - 1. Any person who teaches in Bartholomew County is eligible for a Teacher designation borrower's card.
 - 2. A person who lives outside of Bartholomew County and teaches in a school located within Bartholomew County is eligible for a Teacher Card.
 - 3. BCPL may verify with the school that a potential borrower is a current teacher.
 - 4. A Teacher Card can be used to check out items in support of school curriculum.
 - 5. A Teacher Card is valid for 365 days.
- B. Classroom, Home School, and college instructors must obtain Teacher Cards to use Teacher borrowing privileges.
- C. Loan period is 42 days.
- D. Items cannot be renewed.
- E. Overdue fines begin accruing the first day that an item is overdue.
 - 1. Overdue fines for Teacher borrowers are the fines in force for personal borrowers.
- F. For classroom collections, there are limits based on numbers of items and subject.
 - 1. 50 items can be checked out concurrently for a classroom.
 - 2. Only 8 items concerning the same subject can be checked out concurrently.
- G. For home school collections, there are limits based on numbers of items and subject.
 - 1. 25 items can be checked out concurrently for a home school.
 - 2. Only 8 items concerning the same subject can be checked out concurrently.
- H. More than 5 overdues will block checkout.
- I. More than \$2.00 in overdues and unpaid fines will block checkout unless minimum is paid toward to balance due.
 - 1. Minimum payments Teacher borrowers are the same as those in force for personal borrowers.
- J. Teacher Cards must be renewed annually.