



800 S. Bartlett Rd.  
Bartlett, IL 60103  
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www.bartlettlibrary.org

## EDUCATOR LOAN POLICY

Schools (Preschools, Elementary, Middle and High Schools) within the boundaries of the Bartlett Public Library District may apply for a Bartlett Public Library District account for the purpose of borrowing supplemental materials for use in the classroom. Financial liability for lost or overdue materials resides with the school per the signature of the school principal.

**The principal of the school must complete the application and include his/her signature and position title.**

**A list of all teachers and individuals who may use the card must be included with the completed application.**

Any individual on the list may borrow materials with the following limitations:

- Twenty items may be borrowed by each teacher; however a library staff member may limit the number of items borrowed in a particular subject area if the collection would be severely depleted.
- A three-week loan period applies to books, periodicals, and audiobooks. DVDs have a one week loan period.
- Fines will be applied for overdue items.
- Items may be renewed twice if the material has not been reserved by another patron.

Each teacher has a separate account and the account is created with the school as the *Parent/Guardian*. A library card is not issued. Teachers will use their ID to check out material.