



Teacher Loan Policy

The Putnam County District Library (PCDL) is committed to serving a wide range of organizations, interests and age groups. Schools and students are an important segment of the community. With the goal of making contact between educators and the public library more effective, the Putnam County District Library will provide Teacher Loan cards which will provide an extended loan period for collections to be used in their classrooms.

Eligibility:

Teacher Loan cards are available to any teacher currently employed by a public school, private school, preschool, licensed child care center or to any registered homeschool educator. Homeschool educators must present a copy of the registration letter received from the appropriate school district superintendent. Teacher cards will not be issued to college/university students enrolled in a teaching degree program or to retired educators.

Library Cards:

Teacher Loan cards are issued for a one year period October 1 through September 30 after which time they will need to be renewed.

Material checked out on the Teacher Loan card should be for classroom use only. Teachers may select their own material or if a specific collection or multiple copies are needed, a librarian can assemble a collection. Generally, requests take approximately one (1) week or less. However, it may take two (2) to three (3) weeks if requests need to be gathered from another library system. Material in high demand such as holiday or seasonal books or for which our collection is limited may not be available.

Books for use in the classroom or in support of the classroom are eligible to be checked out on a Teacher Loan card for a period of eight (8) weeks. Music CDs may be checked out for two (2) weeks while DVDs with a rating of G, PG or PG 13 may be checked out for a period of one (1) week. Teacher collections are not renewable.

All materials checked out on the Teacher Loan card are the responsibility of the teacher. This includes damaged, lost or stolen items. Notices will be sent to teachers as a reminder of outstanding library materials. Although there are no fines on overdue materials, teachers will be billed for damaged, lost or stolen items.