

The Lane Libraries Teacher Card Application

PLEASE READ CAREFULLY:

Teachers who live or teach within a school district served by the Lane Libraries (Edgewood, Fairfield, Hamilton, New Miami, Ross, and Talawanda) are eligible for teacher cards. At the time of application, a signed Teacher Card Contract must be provided. On this card the library will allow for a yearly \$50.00 loss rate of materials. No fines will be charged for overdue materials. The school will pay the cost of lost or damaged items above the annual \$50.00 loss rate. You must present your library card to check out or renew materials. Materials for personal use must be checked out on the teacher's personal library card.

PLEASE PRINT:

Last Name Legal First Name Middle Name

School School Phone ()

School Address District

Email Address (*library use only*)

Home Address Apartment #

City State Zip

Birthdate: MM/DD/YYYY / / Phone ()

Automated Notices: How would you like to be contacted regarding overdue and hold notices?

- Phone (*513 area code only*) Is this a mobile number where you would like to receive texts? Yes No
- Email Text Text & Email

Your 4-digit PIN will be the last four digits of your phone number. If you want a different PIN, please write it here. _____

PLEASE READ BEFORE SIGNING: I verify the above information is correct.

Applicant Signature _____
Date

Library Use Only

- New Rereg Account Update (*Address*____ *Phone*____ *Name*____) Lost Card Reported
- Signed Contract Home School Compliance Letter Principal Signed Statement on Letterhead

Registering Branch Staff Initials Date / / Exp. Date / /

Verifying Staff Initials Date / / New User ID: 21842



**LANE PUBLIC LIBRARY
SCHOOL CLASSROOM COLLECTION
CONTRACT OF SERVICES AND RESPONSIBILITIES**

Lane Public Library agrees to provide a Classroom Collection of library materials to:

_____ at _____
(PLEASE PRINT) (PLEASE PRINT)
Name of Teacher Name of Educational Institution

LANE PUBLIC LIBRARY'S RESPONSIBILITIES:

1. Lane Public Library will provide materials for classroom use to the above named teacher on a 28 day loan cycle for most items. The teacher may select titles or, upon request, the library will select the titles, taking into consideration specific requests and general areas of interest. Multiple copies of titles and high demand items may be limited, at the discretion of library staff. The 28-day loan cycle is not valid for DVDs, which have a 14-day loan cycle and a limit of 25 DVDs. Items from SearchOhio/OhioLINK are not eligible for request with this card type.
2. Materials may be requested, selected, picked up or returned at any of the Lane Libraries during regular hours of operation. Materials requested through Lane Library's Bookmobile Services will be delivered and picked up at the school on a monthly schedule.
3. A library card to be used for classroom materials only will be issued in the teacher's name with the library card barcode attached to the back of the teacher's personal card. Materials for personal use must be checked out on the teacher's personal library card. The teacher's classroom collection card is not linked to the teacher's personal library record.
4. No fines will be charged for overdue materials. The library will allow a \$50.00 annual loss rate of materials at no charge to the educational institution. On an annual basis, the school must pay for any items above this amount or services may be discontinued.
5. Damaged items will be considered "lost" and included in the \$50.00 annual loss rate.

EDUCATIONAL INSTITUTION'S AND TEACHER'S RESPONSIBILITIES:

1. The educational institution and/or teacher is responsible for establishing its own method of circulating library materials within the classroom.
2. The educational institution will pay the cost of lost or damaged items above the allowed \$50.00 annual loss rate. No refunds can be given for items which are lost, paid for, and then found.
3. The teacher and/or educational institution agree to notify Lane Public Library in the event the teacher moves to a new educational institution or leaves the teaching profession. In the case of a move to a new educational institution, the teacher will need to complete and sign a new copy of this agreement.
4. The teacher agrees to check out materials for personal use on his/her own personal library card.
5. The educational institution and/or teacher agrees to respect the rights of other library patrons by returning materials promptly.

Either party may terminate this agreement upon written notification thirty (30) days in advance of the termination date.

Teacher Library Cards are valid for one school year and will expire on September 15 of each year. The agreement will then be updated and modified as deemed necessary by both parties. Home School Educators are required annually to submit a copy of the Home School Compliance Letter that is filed with their local school district.

The above conditions and terms are agreed upon by Lane Public Library and
The Educational Institution named in this contract.

This Portion To Be Completed By Lane Public Library

This Portion To Be Completed By The Educational Institution

Lane Public Library

Name of Educational Institution

Director, Lane Public Library (signature)

School District

Date: _____

Principal or Director (signature)

Teacher (signature)

Date: _____

Hamilton Lane Library

300 N. Third Street
Hamilton, Ohio 45011
513-894-7156
Fax: 513-894-2718

Bookmobile Services

1396 University Blvd
Hamilton, OH 45011
513-829-8370
Fax: 513-829-8372

Fairfield Lane Library

1485 Corydale Drive
Fairfield, Ohio 45014
513-858-3238
Fax: 513-858-3298

Oxford Lane Library

441 S. Locust Street
Oxford, Ohio 45056
513-523-7531
Fax: 513-523-6661