

## **Putnam County Public Library**

### **Teacher Card Policy**

The library offers a special card for Putnam County teachers in primary and secondary education environments whereby teachers can checkout additional materials for extended lending periods. The following outlines the benefits of the teacher card program:

- Teachers may check out up to 75 items total per card: 50 books, 8 audiobooks, 50 kits, 4 movies (video games can only be checked out on personal cards).
- Teachers may place up to 40 items on hold at one time. Please allow 24 hours for holds to be satisfied.
- Books, Audiobooks, and Kits check out for 30 days. DVDs check out for 7 days.
- No fines will accrue for overdue items. If items are lost or damaged, the replacement cost will be billed to your teacher account.
- If you have a personal account, it must be in good standing to open a teacher account.
- Due to the longer check out time allowed, please only use teacher cards for classroom materials.
- Teacher cards expire annually on September 1 and can be renewed over the phone, via email, or in person.

To get a Teacher Card, please bring your photo ID (Driver's Licence) and a piece of mail (if the address on your ID is not current) to the circulation desk at the library.

Adopted by the Putnam County Public Library Board of Trustees  
November 2017