

## **QUINCY PUBLIC LIBRARY TEACHER LOAN POLICY**

Quincy Public Library card holders, Townships of the Quincy Area Public Library District cardholders, and reciprocal cardholders who are teachers in public, parochial/private, pre-school and registered home school programs within the boundaries of Quincy Public Library and Townships of the Quincy Area Public Library District, may be given extended loan periods for materials borrowed for classroom use, excluding Interlibrary Loan items. Patrons who use teacher loan privileges must have a personal library card in good standing and request a Teacher loan period. A Teacher must sign a Loan Responsibility Form when applying for Teacher loan status and present proof of teaching status annually.

Teachers may choose to pick up items at the Library for classroom use, whether requested in advance or by coming to the Library to make their own selections. Interlibrary Loan items must be picked up at the Library for timely checkout and return

Teacher loans will be made for four weeks. One renewal for an additional four weeks may be made upon request. Items not eligible for renewal, such as holiday items, Interlibrary Loan items, and those with holds, will not be renewed and must be returned promptly. The Library reserves the right to limit the number of materials borrowed, especially of holiday and seasonal items. The teacher borrowing materials for classroom use remains responsible for the timely return of all materials. Charges for overdue, lost, and damaged items are the responsibility of the borrowing teacher. Teachers may request delivery of specific topics and titles, or of any age appropriate materials, by phone, fax, email, or in person. Requests will be accommodated to the extent resources are available. Deliveries will be made on a four week schedule, with adjustments made for school breaks, holidays, or any days Quincy Public Library or affected schools are closed. Deliveries and pickups may be made by Library, School District or individual school staff members as agreed.

This policy applies to Teacher accounts for both School Delivery and in person use at the Quincy Public Library.

Adopted April 8, 1997  
Revised September 8, 1998  
Revised December 11, 2001  
Revised April 13, 2004  
Revised April 11, 2006  
Revised May 14, 2013  
Revised February 14, 2017  
Quincy Public Library  
Board of Trustees

**TEACHER LOAN RESPONSIBILITY FORM**

Teacher's Name:

School:

Grade level or subject taught:

The undersigned hereby agrees to accept full personal responsibility for all books and other materials borrowed from the Quincy Public Library for classroom use, including payment of all fines for overdue library materials and the costs of repair or replacement for lost or damaged materials. This responsibility shall continue notwithstanding the loss or theft of such library materials, or the Library Card issued in the teacher's name, up to the time that the undersigned gives notice to the Quincy Public Library of such loss or theft. It is further expressly understood that the above referenced school, the school administration, and/or school district shall not be held responsible for materials borrowed by the undersigned. Such responsibility shall remain that of the individual teacher signing below.

It is also understood that the patron's account must be in good standing to continue borrowing. An account is considered in good standing if there are no charges in excess of \$10.

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Teacher's Signature

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Date