

Alpha Park Library Teacher Loan Policy

***Teacher Card privileges are good at Alpha Park Library only.
No more than 50 items may be checked out on a teacher card at one time.***

DVDs and BluRays

- Limit of 10 per card
- 2 week checkout, no renewals

Magazines

- Limit of 20 per card
- 1 week checkout (1 renewal possible)

Books

- 6 week checkout (1 renewal possible)

Lost Items

- Teachers are expected to pay for any lost materials on their card.
- A refund will be issued if the lost item is returned within 30 days of payment. A \$3 per item service charge is deducted from the refund.

Interlibrary loan (ILL)

- ILL available from participating RAILS member libraries
- Due date may be set according to lending library's policies; no special extensions
- Renewals possible

Materials to be picked up

- Materials being held for teachers may be picked up by any responsible party, including an aide or students' parent.

Application

- **Only items for classroom use may be checked out on a teacher card.**
- All teacher cards expire on June 30 but may be renewed.
- Available to any certified classroom teacher who teaches in schools (public or private) within the library district *and* lives within the library district.
- Does **NOT** include home-schoolers, daycare teachers, or school support staff.
- A teacher's aide must use the classroom teacher's card (or authorized parent that has been pre-arranged)
- Teacher's card is exempt from 5 item limit on new applications.
- Please respect extended checkout dates and use our text and email reminder services.

**Questions? Contact Alpha Park Public Library, 309-697-3822
To view your library account online, visit www.alphapark.org and login**