

HOW TO APPLY:

*All Teacher Cards are issued at the Youth Desk.

To apply for a teacher card, you will need:

1. A personal library card in good standing from the Jack Russell Memorial Library or a library in the Monarch Library System.
2. Proof of employment at the educational facility (I.D. with name and school, letter from principal/director, etc.), a homeschool state certificate or a childcare license.



CONTACT US

Phone:
262-673-8240

Address:
100 Park Avenue
Hartford, WI 53027

Website:
www.hartfordlibrary.org



TEACHER CARDS

at the
Jack Russell
Memorial Library



GENERAL INFORMATION

The Library offers teacher cards as a service to teachers, preschools, licensed childcare centers, homeschool families, and public and private schools serving students in grade K-12. Teachers may use these cards when classroom projects call for materials beyond the school's media center scope.

A teacher card makes it possible to have a library card for professional use as well as one for personal use.



GUIDELINES

- Teacher cards can only be used for curriculum-related materials, not for personal reading or viewing interests. The Library reserves the right to withdraw this privilege if repeatedly abused by a patron.
- Teacher cards will not be charge overdue fines. However, the Library will bill for lost, non-returned or damaged items.
- Standard loan period with two renewals apply to the card. It is up to the Teacher Card holder to watch due dates and to renew items when necessary.
- Teacher cards are limited to 100 checkouts at a time.
- Teachers can only request up to 10 copies of the same item.
- Teacher cards are only valid at the Jack Russell Memorial Library.
- Teacher cards are only valid during the school year (Sept. 1-June 12). All cards expire and are renewable in person. Exceptions during the summer months may be granted on a case by case basis with approval from the Youth Services Librarian or Library Director.

THINGS TO KEEP IN MIND

You are responsible for all items checked out on your teacher card. This means you will be charged for any damage or lost items. If you choose to allow students to take these books home when they are checked out to you, it is your responsibility to make sure the items get returned.

Requesting multiple copies of the same item requires assistance from a Youth Librarian. Please call the library or visit the Youth Desk for assistance.

While Teacher Cards are exempt from overdue fines, it is still your responsibility to watch due dates and respond to overdue notices. The items must be renewed or returned back in a reasonable amount of time.

If you choose to check out curriculum based items on your personal card rather than your teacher card, overdue fines will not be waived. Teacher Cards are a way for the library to ensure that the items are for curriculum use rather than personal use, thus allowing overdue fines to be waived.