



## Teacher Loan Card Agreement

Teacher cards are available to certified teachers of any accredited educational facility and homeschool teachers. Reed Memorial Library also offers several special services to teachers. Learn more about those services at [reedlibrary.org/educators](http://reedlibrary.org/educators).

Teacher cards are issued by all three Portage County libraries. A person may have only one teacher card in the county. All Teachers Loan Cards issued from Reed Memorial Library require a signed Teacher Loan Card Agreement.

### Teacher Loan Card Application

- Applicants must present a letter from their employer on the employer's letterhead stating they are a teacher of that school.
- Applicants who are homeschool teachers must provide a letter for approval from the school district in which you live on the school district's letterhead.
- Applicants must have a regular library card, in good standing, at any Portage Consortium library.

### Teacher Loan Policies

- The loan period is 6 weeks with no renewals. Teacher loans are available for most items except:
  - Items with a NEW label
  - Picture books with a holiday label
  - DVDs
  - Cake pans
  - Launchpads
- The teacher is responsible for all items checked out on their teacher loan card.
- Items borrowed from Reed Memorial, Kent Free, and Portage County District libraries are exempt from daily overdue fines. Items requested from SearchOhio and OhioLINK are subject to the owning library's loan periods and daily overdue fines.
- Accounts with long overdue materials totaling \$50 or more will be sent to a collection agency.
- Items for personal use are not permitted to be checked out on a teacher loan card.
- A teacher must have a regular library card in good standing in order to check items out using their teacher card.

Reed Memorial Library staff would like to thank you for assisting us in building a strong relationship with the community. Please contact the Youth Services Outreach department with questions, concerns, or ideas at (330)296-2827x302 or [youthoutreach@reedlibrary.org](mailto:youthoutreach@reedlibrary.org).

By signing below, I acknowledge that I understand the agreement as contained herein.

**Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Staff Initials** \_\_\_\_\_

Updated 5/2023