

<p>Oskaloosa Public Library Policy:</p>	<p>Extended Teacher Cards</p>
<p>Adopted: February 2004</p>	<p>Last Affirmation: December 2005</p>

The Board of Trustees recognizes the need for teachers to have extended privileges for circulation of curriculum materials and has set this policy into effect to meet those standards.

Teachers may check out materials for classroom usage for up to two months without penalty or fines. The library staff will track these materials and renew them three times, which will give the teacher 8 weeks for the item. This is two weeks beyond the normal time a patron may renew materials.

Patrons who qualify as a "teacher" include the following:

- Full time or part time teachers (or long term substitutes) who work at a public or private school.
- Preschool teachers
- Guidance counselors
- Library staff
- Instructors at William Penn University, Central College and Vennard College
- Home school parents
- Activity directors at nursing homes
- Licensed in-home daycare providers
- Others that are approved by the Library Director or Youth Librarian.

Patrons who do not qualify for a teacher card are student teachers, substitute teachers (unless long-term), "home school preschool teachers", college students, and teacher's aides.

In-home daycare providers must show the Library Director or Youth Librarian a copy of their license to receive a teacher's card.

The materials checked out on the teacher's card should be for curriculum use only. Personal items must be checked out on a regular library card. Anyone checking out personal materials on their teacher card will be denied extended teacher card privileges.

Teachers may be allowed to have videos/DVD's (this includes non-fiction) for one week instead of three days if used within their curriculum planning.