

Application for Educator Status Library Card: Marshalltown Public Library
105 West Boone St., Marshalltown, IA 50158 – Fax to YOUTH DEPT: 754-5708

Cardholder's Name: _____ Preferred Phone: _____

Organization Name & Address: _____

Please **READ** the Guidelines/Terms for Educator Status below, then **SIGN** the application.

Cardholder's Signature _____

Organization Representative

Signature: _____

EMAIL of Organization Representative to renew status each fall _____

GUIDELINES FOR EDUCATOR STATUS AND STORY KIT PROCEDURES

We've created story kits promote enriching literacy activities with a read-aloud focus, as well as a mechanism (educator status fine-free cards) for large quantity check-out for classrooms to strengthen and support our relationships with the organizations who share our goals of improving youth literacy.

These kits are available exclusively to educators or professionals who program for youth. To protect the integrity and availability of the kits, we will be operating under the following guidelines:

EDUCATOR STATUS

You must have an educator status card in order to check out story kits and other program related materials shelved with the story kits. This card—an additional card, not a replacement for a personal card--is available only to professionals and educators working within an established program, center, or school, or to in-home childcare providers who can show ChildNet certification. *A critical part of the application process requires that your organization agree to be financially responsible for any damaged or lost items on the educator card.* The sponsoring organization will be listed as guardian on the account.

Educators may send their cards with aides, student teachers, spouses, etc. to pick up books. Possession of the educator status library card will be deemed permission to use it (therefore, if a card is lost, please let us know so we can reissue a new barcode.)

TERMS OF CHECK-OUT

For many educators, the best benefit of the educator status card is FINE-FREE check-out. This means that items will not accrue the 20 cent per day fines for being overdue. HOWEVER, an educator card is not a substitute for timely renewal. Please be aware of the following: Story kits and/or books are checked out for three weeks (with 2 renewals allowed for a maximum of 9 weeks). Due to multiple demands on our collection, and concerns about fair and equal access to public library materials, we **cannot extend check-outs** {i.e. allow one class to have a large portion of a particular for a quarter, etc.} **Items kept out without renewal will proceed from "overdue"**

to “lost” status (at 42 days overdue) at which point there is a \$3.00 processing fee (in addition to the cost of the material, if not returned) that CANNOT NOT WAIVED as well as the possibility of a collections fee of \$10 at 52 days overdue. These fees remain after the item is returned to cover the postage and administrative/staffing and collections charges. Please communicate with library staff (renew, make payment arrangements, etc.) about long overdue items to avoid this “worst case scenario.”

DAMAGED OR LOST ITEMS

Items that are lost or damaged must be paid for by the organization listed as responsible on the application. The default price on an entire kit is \$75.00, with individual kit items varying. The cardholder may choose to pay for the personally, but the ultimate responsibility lies with the organization that is listed as the guardian on the account.

Users are advised that specialty items like big books and pop-up books are marked as being intended for use by the programmer, as our experience indicates that allowing students to handle these items often results in damage. Other items in the kits are expected to stand up to reasonable handling by children.

EDUCATOR STATUS RENEWALS

The library will renew the educator status in the fall of each year. However, it is the organization or school's responsibility to notify us if a staff change has occurred requiring them to be removed as an authorized user of the card. Until notification occurs, in writing (e-mail mtownlibrary@yahoo.com or mail to Youth Dept, Marshalltown Public Library, 105 W. Boone St., Marshalltown, IA 50158), the organization remains responsible for any item(s) checked out on this account.

The Marshalltown Public Library reserves the right to revoke the privilege of educator status based on lack of compliance with any of the above guidelines. Please direct any comments, questions, or suggestions about Educator Status or the story kits to Joa LaVille, Youth Services Librarian, at mtownlibrary@yahoo.com or 754-5738.

SPONSORING ORGANIZATION RESPONSIBILITIES

This section is for an appropriate signatory authority for the ORGANIZATION representative:

I understand that by completing this application, I am agreeing to have **my organization** serve in a “guardian” capacity on this card. This means that I will have access to information about how these cards are used (titles, status of items, overdue items, etc.) as well as a **financial responsibility for lost or damaged items**. Overdue/lost notices will be sent to the cardholder, “in care of” the organization at the organization's address.

This application is valid through September of each year, at which time it may be renewed. The guardian organization may decide who may have cards under this agreement and may revoke (in writing, please) these card accounts as applicable (in the instance of employee changes, etc.)

Teachers may send their cards with aides, student teachers, spouses, etc. to pick up books. Possession of the educator status library card will be deemed permission to use it (therefore, if a card is lost, please let us know so we can reissue a new barcode.)

Updated: 4/2010. File Name: Application for Educator Status Library Card.doc/Educator Status File

