Homewood Public Library

Teacher Privilege Guidelines & Regulations

1. Any teacher with a library card that is in good standing, who resides in the Homewood Public Library District (including East Hazel Crest), or who teaches in a school system within the library district boundaries, may register for Teacher Privileges. Card holders within the district who home school or provide home daycare may also apply for Teachers Privileges with proof of their current teaching certificate or home daycare license. These privileges are issued for a one year period and are for local use only, and do not include inter-library loan or reciprocal borrowing services.
2. To apply for Teacher Privileges or to renew these privileges for another year, the teacher must provide a valid library card, proof of employment, or a current certificate or license, and complete a registration form at the Circulation Desk of the library. A valid library card includes a system card or Chicago Public Library Card which is in good standing. If the teacher resides in an unincorporated area or Indiana and does not qualify for a system card, a valid I.D. that verifies the patron's address must be presented. If the teacher is homeschooling, a current teaching certificate must be presented. If the teacher is employed, the school picture ID of the teacher or check stub are accepted in lieu of the teaching certificate. A valid day care license is needed for home daycare owners.
3. Teacher Privileges are honored only at the Homewood Public Library. Privileges do not include placing holds for Homewood items or interlibrary loan items.
4. Teacher Privileges allow a 6 week loan period for books with no renewals.
5. Materials with shortened loan periods are not covered by Teacher Privileges without prior approval of the Administrative Librarian or a Department Head. This includes movies, magazines and interlibrary loans.
6. A teacher may use their Privileges to check out items that will be used within the classroom, or will be used for projects or coursework completed for the benefit of the school and its students.
7. An unlimited number of books are allowed using Teacher Privileges.
8. There will be no fines charged on materials circulated under Teacher Privileges. However, reminder notices will be sent on overdue materials to alert the teacher of any outstanding items. The teacher will be held responsible for any materials not returned and arrangements should be made for payment of the item(s). At 6 weeks, failure to return overdue materials will result in suspension of both Teacher Privileges and personal card privileges.
9. Teacher Privileges may be used on the same day as application.
10. Privileges require renewal every 12 months.

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