

Homewood Public Library Teacher Card Guidelines and Regulations

1. Any teacher with a current teaching certificate who resides in the Homewood Public Library District (including East Hazel Crest), or who teaches in a school system or home school environment within the library district boundaries, may apply for a teacher card. Licensed Day Care Directors are also eligible for a teacher card.
2. To apply for a card the teacher must complete a registration form at the circulation desk of the library. At this time the teacher applicant should produce a valid system card or Chicago Public Library Card and proof of teacher certification. If the teacher resides in an unincorporated area or Indiana and doesn't qualify for a system card, a valid I.D. that verifies the patron's address must be presented.
3. Teacher cards are retained at the library and may be used only at the Homewood Public Library.
4. The circulation period for materials being checked out on a teacher card is six weeks with NO RENEWAL. (This cannot be applied to items borrowed through interlibrary loan as we are restricted in the amount of time they can be on loan. Due dates on interlibrary loan items should be strictly adhered to.)
5. Materials with shortened loan periods cannot be borrowed on a teacher card without prior approval of the administrative librarian or department head.
6. A teacher may use the card to check out things 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 may be checked out when using a teacher card.
8. There will be no fines charged on materials circulated on a teacher card. Reminder notices will be sent on overdue materials to alert the teacher of any outstanding items. However, the teacher will be held responsible for any materials not returned. If a teacher is unable to return an item, arrangements should be made for payment for that item. The failure to return overdue materials circulated on the teacher card will result in suspension of both teacher card privileges and personal card privileges.
9. Materials may be checked out on a teacher card at the time of application.