TEACHER LOAN CARD APPLICATION

HAYWARD PUBLIC LIBRARY

Hayward Main Library (510) 293-8685 Weekes Branch Library (510) 782-2155

NAME: _____
LAST FIRST MIDDLE

SCHOOL INFORMATION		PERSONAL INFORMATION	
SCHOOL NAME:	_____	HOME ADDRESS:	_____
SCHOOL ADDRESS:	_____		_____
	_____	PHONE NUMBER:	_____
SCHOOL PHONE:	_____	EMAIL ADDRESS:	_____
GRADE TAUGHT:	_____	BIRTHDATE:	_____
		CA DRIVERS LICENSE/ID:	_____

Teacher Loan Card Regulations

The Hayward Public Library (HPL) offers a wide variety of services to meet the educational and recreational needs of children, young adults, and those who work with them. Unlike a school library, HPL does not attempt to collect curriculum-related materials unless those materials are of interest to the general public. Rather, HPL seeks to complement the materials offered by a school library. Teachers who wish to enhance their students' access to library materials are encouraged to take advantage of the special borrowing privileges offered to them.

HPL's Teacher Loan Cards provide an extended loan period for collections to be used in classrooms. By applying for a Teacher Loan Card, you are agreeing to abide by all rules and regulations of HPL, as well as well as the regulations for Teacher Loan Cards.

_____ You must have a current Hayward Public Library card in good standing. Excessive fines on your personal card may result in restricted access on your teacher card.

_____ Teacher Loan Cards are for a maximum of one school year. All Teacher Loan Cards will expire on July 31st, and will need to be renewed beginning August 1st for the new school year. Any account issues such as fines or lost books must be taken care of before a new card will be issued.

_____ Teachers may borrow a maximum of 75 items for use in the classroom or student use. Items may be borrowed for 6 weeks. Pending item availability, items may be renewed for an additional 3 weeks.

_____ DVDs and LINK+ items may not be checked out on a Teacher Loan Card.

_____ Please be courteous toward your fellow educators, and check out a maximum of 5 books on any specific topic (e.g. holidays, Missions, California Indians)

_____ You are responsible for returning all items on or before their due date. As a courtesy, the Library will attempt to send a reminder notice three days before items are due.

_____ The late fee for all library materials checked out on a Teacher Loan Card is 25 cents per day per item.

_____ All materials checked out on a Teacher Loan Card are the responsibility of the teacher. This includes damaged, lost, or stolen items. Full replacement costs including a processing fee will be charged for any lost, damaged, or stolen items.

As the authorized user, I will be responsible for all materials checked out with this card. I will notify the library of any change of address or employment and will report a lost card immediately. I agree to pay all charges for overdue, lost, or damaged materials. If I fail to pay any charges, I will be responsible for all collection costs.

Signature:_____ Date:_____

For Staff Use Only

Proof of Employment:_____ Personal Card Number: _____

Staff Initials: _____ Date: _____