



# MARSHALLTOWN PUBLIC LIBRARY

[www.marshalltownlibrary.org](http://www.marshalltownlibrary.org)

## Application for Educator Status Library Card

105 West Boone St., Marshalltown, IA 50158 – Fax to YOUTH DEPT: 754-5708

Cardholder's Name: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_

Organization Name \_\_\_\_\_

Organization Address: \_\_\_\_\_

Cardholder PIN #: (4 digits you choose, can use to check acct.online) \_\_\_\_\_

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

**Cardholder's Signature** \_\_\_\_\_ Date \_\_\_\_\_

### Organization Representative

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

EMAIL of Organization Representative to renew status each fall \_\_\_\_\_

EMAIL of Cardholder for overdue reminders, hold notices \_\_\_\_\_

### GUIDELINES FOR EDUCATOR STATUS AND STORY KIT PROCEDURES

Educator cards allow you to check out story kits as well as serve as a tool for "fine free" check-out for classrooms, for the purpose of strengthening and supporting our relationships with the local organizations who share our goals of improving youth literacy. *Educator cards do not allow you any additional check-out time; all library customers have 3 weeks plus the opportunity to renew twice (max check-out of 9 weeks, if no other customer has a hold on your items.)*

### EDUCATOR STATUS

You must have an educator status card in order to check out story kits, Big Books, puppets, etc. **Check out of these items are available only to professionals and educators working within an established program, center, or school in Marshall County. An educator living in Marshall County, but teaching elsewhere, can use the FINE FREE aspect of the card.** 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.

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.) **Educator cards are not a replacement for a personal card; educators should use their regular library card to check out items for home use.**

## **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 subject 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 \$5.00 processing fee (in addition to the cost of the material, if not returned). These fees remain after the item is returned to cover the postage and administrative/staffing charges. When an item is declared LOST, a bill is then sent to the guardian on the acct. (i.e. principal, center director, etc.)

## **DAMAGED OR LOST ITEMS**

Items that are lost or damaged must be paid for by the organization listed as responsible on the application. The cardholder may choose to pay for the item 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 experience indicates that allowing students to handle these items often results in damage.

## **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 during the year. Until notification occurs, in writing (e-mail [mtownlibraryyouth@gmail.com](mailto:mtownlibraryyouth@gmail.com) or mail to Youth Dept, Marshalltown Public Library, 105 W. Boone St., Marshalltown, IA 50158), the organization remains responsible for any items checked out on this account.

The Marshalltown Public Library reserves the right to revoke the privilege of educator status based on three years inactivity, lack of compliance with any of the above guidelines, or systematic abuse (checking out items obviously meant for personal use to avoid fines, repeated damage or loss of story kit items, etc.) Please direct any comments, questions, or suggestions about Educator Status or the story kits to Joa LaVille, Youth Services Manager at [mtownlibraryyouth@gmail.com](mailto:mtownlibraryyouth@gmail.com) or 754-5738 ext. 3.

## **SPONSORING ORGANIZATION RESPONSIBILITIES**

I understand that by signing this application as a fiscal representative of the sponsoring organization, 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**. Lost notices/bills will be sent in c/o the fiscal representative.

*Updated: 4/2021. File Name: Application for Educator Status Library Card.doc/Educator Status File*