



MARSHALLTOWN
PUBLIC LIBRARY

www.marshalltownlibrary.org

Application for Educator Status Library Card

105 West Boone St., Marshalltown, IA 50158

Scan to email libraryyouth@marshalltown-ia.gov or 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 account online) _____

EMAIL of **Cardholder** for overdue reminders, hold notices _____

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 _____

Printed name of **Organization Representative** _____

GUIDELINES FOR EDUCATOR STATUS AND STORY KIT PROCEDURES

Educator cards allow you to check out story kits as well as serve as an organizational tool to keep track of check-outs for classrooms, for the purpose of strengthening and supporting our relationships with those who share our goals of improving youth literacy. *Educator cards do not allow you any additional check-out time; all library patrons have 4 weeks plus the opportunity to renew twice (max check-out of 12 weeks, if no other patron has a hold on your items.) There are no longer overdue fines on materials for any patrons.*

Educator Cards must have a signatory established organization as guardian, and Story Kits are designed for group storytime experiences, so are not available for individual homeschooling families. However, an established homeschooling organization may choose to authorize users under its guardianship, or may arrange to use story kits AT the library for group activities.

EDUCATOR STATUS

You must have an educator status card in order to check out story kits, big books, etc. **Check out of these items are available only to professionals and educators working within an established program, center, or school in Marshall County.** *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 and may have access to all information about how the card is used.

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

Please be aware of the following: Story kits and/or books are checked out for four weeks (with two renewals possible for a maximum of 12 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 longer than 12 weeks, etc.} Items kept out past renewal limits will proceed from “overdue” to “lost” status (at 10 days overdue) at which point the account is automatically billed for the cost of the item and a \$5.00 processing fee. These fees are removed if the item is returned in good condition. When an item is declared LOST, a bill is then sent to the guardian on the account. (i.e. principal, center director, etc.) These fees can sometimes be reduced when an educator communicates with us in a timely manner regarding the lost or damaged items.

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. If something is damaged, please let us know and we will see if we can repair it. Please allow library staff to repair, rather than trying to repair yourself.

EDUCATOR STATUS RENEWALS

The library will renew the educator status in the fall of each year by contacting the guardian on the account (i.e. principal, center director, etc.) for approval via email. However, it is the organization or school's responsibility to notify us if a staff change has occurred during the year. The organization remains responsible for any items checked out on the account until notification occurs, in writing to jlaville@marshalltown-ia.gov or mail to Youth Dept, Marshalltown Public Library, 105 W. Boone St., Marshalltown, IA 50158.

The Marshalltown Public Library reserves the right to revoke the privilege of educator status based on two years of inactivity, lack of compliance with any of the above guidelines, or systematic abuse (checking out items obviously meant for personal use, 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 jlaville@marshalltown-ia.gov 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: 09/09/2025 dvg.