

APPENDIX A

RIGHTS AND RESPONSIBILITIES OF EDUCATOR LIBRARY CARDHOLDERS

SCHOOL will submit to LIBRARY an annual list of administrators, teachers, and staff who work directly with students in a classroom or resource capacity or supervise such work, as authorization for LIBRARY to issue Educator Library Cards to individuals on the list.

Holders of Educator Library Cards are subject to Library's Appropriate Library Use Policy and all other Library policies and practices, except as otherwise provided or limited by the terms of this Agreement including those limitations specified below. Holders of Educator Library Cards will be billed by Library for any fees associated with use of their cards including fees for damaged or lost materials.

- Educator Library Cards may be used to check out Library materials for school educational purposes, and to request educator resource bags.
- Loan periods, renewals, item limits per card, and maximum checkouts will be consistent with the LIBRARY's current Borrowing Policy.
- Hot Pick DVDs, Technology Equipment, and Most Wanted books may not be borrowed with Educator Library Cards.
- Items on hold for other patrons are not renewable and must be returned promptly by the due date.
- Items not returned after being overdue for 21 or more days will be considered lost and will be billed at replacement cost to the holder of the Educator Library Card on which they were checked out.
- Educator Library Cards with one or more items that are 21 or more days overdue or \$30 or more in replacement costs will be suspended from use until the materials have been returned or the fees have been paid.