



Educator Card Application
Des Moines Public Library

The Des Moines Public Library understands that not all children in the community have equal access to books and information. Educator cards are designed to allow flexibility for teachers, home school organizations, and day care providers so that they can check out materials for their young charges. The person(s) signing for these cards accepts responsibility for any lost materials. Privileges may be revoked at any time if the guidelines are not followed. All cards expire on July 31st of each year and must be renewed by filling out a new application and providing appropriate signatures at that time.

Please Print Information

Is this a new application? A request for renewal (must have appropriate signatures)?

Name of person accepting responsibility for library materials:

Position: _____

*Signature: _____

Date: _____

Name of School: _____

Street Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____

Additional Phone: _____

Email Address: _____

Name of principal/director: (if different from above)

*Signature: _____

Date: _____

The person(s) who signs this application form agrees to the terms of the Educator Card program (see attached) and will take full financial responsibility for any lost or damaged library materials loaned to them through the Des Moines Public Library on this program. Failure to pay for damaged/lost materials in a reasonable time period will result in cancellation of the Educator Card privileges.

Please notify the library promptly of any change in ownership, management, or personnel, which may affect the use and/or return of library materials. Thank you for your cooperation.

Guidelines

The purpose of the Educator card is to allow teachers to check out books for the students in their classes. This program is designed for teachers in public schools, private schools, preschools, daycare centers, home day care providers and home school parents within the city limits of Des Moines, Windsor Heights, and Rural Polk County. Books are checked out for one month and no fines are assessed. ***The Cardholder must pay for lost books.***

(A book is considered lost when it is forty days overdue.)

Cards are made in the name of an individual teacher or caregiver.

The cardholder is responsible for lost materials. If a school or daycare is responsible for paying for lost materials, the principal/director's signature is required on the application.

Borrowers ***must*** use their personal library card with standard borrowing privileges to check out items for other household members and for recreational reading materials.

A maximum of thirty (30) items may be checked out on the card. When returning books, please ask that they be checked in immediately if you are planning to check out additional items that day.

The loan period is four (4) weeks. Items may not be renewed.

Teachers are encouraged to keep all books in the classroom.

Audio CDs and audio books may be checked out, but not videos, e-Books, e-Audio or DVDs.

The library cannot provide multiple copies of a single title.

The library cannot provide collections of nonfiction books on a single topic.

The library reserves the right to limit the number of books borrowed on a single topic.

The library reserves the right to restrict or limit the inclusion of high-demand items such as new fiction, audio books, and books on popular topics.

Failure to follow these guidelines may result in loss of borrowing privileges.

Central Library 1000 Grand Ave. Des Moines, IA 50309 TEL 515.283.4152	East Side Library 2559 Hubbell Ave. Des Moines, IA 50316 TEL 515.283.4152	Forest Avenue Library 1326 Forest Ave. Des Moines, IA 50314 TEL 515.283.4152	Franklin Avenue Library 5000 Franklin Ave. Des Moines, IA 50310 TEL 515.283.4152	North Side Library 3516 5 th Ave. Des Moines, IA 50313 TEL 515.283.4152	South Side Library 1111 Porter Ave. Des Moines, IA 50315 TEL 515.283.4152
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