Enlightened

BALTIMORE COUNTY PUBLIC LIBRARY

Baltimore County Public Library Teacher Registration

PLEASE PRINT

Last Name: _____ **First Name:** _____

Middle Name: _____ **Jr. / Sr. / I / II / III:** _____

Home Street Address: _____ **Apt #:** _____

City, State, Zip: _____

Home Phone Number: _____ - _____ - _____

Cell Phone Number: _____ - _____ - _____ **Cell Provider:** _____

Email: _____

We will contact you when requested material is available for pick up, to alert you that materials are overdue, etc. How would you prefer to be notified?

Notification Preference (Choose One): ❏ **Email**** ❏ **Phone (home)** ❏ **Phone (cell)** ❏ **Text**
  ***Interested in E-Receipts?* ❏ *Yes* ❏ *No*
  Interested in Text Notification: ❏ *Yes* ❏ *No*

Birth Date (MM/DD/YYYY): _____

Driver's License #: _____ (Show ID to Staff Member)

School Name: _____
School must be located in Baltimore County to be eligible

SCHOOL STAMP:

--Do Not Write Below This Line--

Barcode # _____

Personal Card # _____ Verify in Good Standing: _____ Associate Accounts ❏

❏ Patron Code: **Teacher Loan** Expiration Date = 8/31/_____ ❏ Statistical Class: **Baltimore County**
  Address Check Date = 8/31/_____

Staff Initials: _____ Date: _____ Entered by: _____

❏ Enter school name, daycare name, homeschool, etc. into School Affiliation Field

Purpose of the Teacher Loan Card

- To assist teachers and other educators in providing materials for the benefit of their students who live in Baltimore County.

Who Is Eligible?

- Teachers, media specialists and librarians in Baltimore County public and private schools, serving students through grade 12.
- Day care center employees and licensed child care providers located in Baltimore County.
- Homeschool teachers working with Baltimore County Public Schools or an umbrella group working with the Maryland State Department of Education. The homeschool must be a Baltimore County residence.
- Employees and volunteers of Baltimore County agencies or nonprofit groups responsible for book discussion groups or groups organized for educational purposes.

(Baltimore County residents who provide these services for schools and agencies outside Baltimore County are <u>not</u> eligible for a Teacher Loan card.)

Terms of Use

- You must have a personal Baltimore County Public Library card and it must be in good standing before a Teacher Loan card may be issued.
- Materials are to be used for the benefit of the group or the student.
- Video games, Chromebooks and downloadable ebooks and audiobooks, technology for loan and special collections cannot be checked out on a Teacher Loan card.
- Holds that are not picked up are charged the $1 not picked up fee.
- Loan period is for nine (9) weeks with no renewals. This applies to interlibrary loan materials as well. However, OCLC WorldCat materials may need to be returned early at the request of the loaning library.
- Replacement costs and processing fees for damaged, lost or missing items apply. Teacher Loan cardholders are responsible for missing, lost or damaged materials.
- Cards **expire annually on August 31 and must be renewed annually beginning August 1** for the new school year. All account issues from previous school years must be taken care of before a card can be renewed for the new school year.
- All other rules, fees and procedures apply the same as with your personal library card.

To Register, You Will Need:

- **Your completed Baltimore County Public Library Teacher Registration Form.**
- **Verification of teaching status.** *This requires one of the following:*

  ▪ Registration form stamped by your school.

  ▪ Baltimore County Public School Identification.

  ▪ State of Maryland Child Care Certificate.

  ▪ Letter on school or day care center letterhead dated for the current school year, including teacher's name and eligibility for a card. The letter must be signed by the principal, director or school librarian.

  ▪ For Baltimore County agency or nonprofit, a letter on agency or nonprofit letterhead with employee's or volunteer's name and verifying status as book discussion leader or involvement in sharing library materials for discussion or education.

  ▪ Annual letter from BCPS' Home Schooling Office certifying your child is being homeschooled or a current letter (dated within the last year) from an umbrella group indicating that they are certified with the Maryland State Department of Education. We cannot accept an identification card issued from a homeschool umbrella group providing homeschooling service as verification.

- **A valid driver's license or other acceptable ID.**

Bring the completed registration form, verification and drivers license to any Baltimore County Public Library branch.

bcpl.info