

Somerset Public Library Policies

Teacher Loan – Library Card

Teachers who reside or are employed by facilities operating in the Town of Somerset are eligible for a Teacher Loan Library Card. This card is only valid for use at the Somerset Public Library. Teacher Cards from other communities are not valid.

Teachers residing in a decertified community (see separate policy on decertification), but currently employed by the Somerset school district will be allowed to apply for a Teacher's Card to borrow materials for the students of their classroom provided they meet the requirements established under this policy.

Eligible teachers must possess and maintain a personal SAILS Library Card in good standing. Teachers maintaining a personal library card with fines or fees exceeding the maximum threshold for borrowing will not be permitted to use their Teacher Loan Library Card until the matter is resolved.

Teachers must bring their Teacher Loan Library Card with them in order to check out materials.

Only material to be used by students or read to students in the classroom may be checked out on a teacher card. Personal reading, professional reading, or academic reading (including curriculum materials) and museum passes must be checked out on a personal Public Library Card. The use of the Internet at the Somerset Public Library also requires a personal Public Library Card.

Books will circulate to teachers for a maximum of six (6) weeks. There will be no renewals.

Teachers are responsible for returning all materials to the library on time. Teachers will be responsible for fines and fees of overdue and lost materials.

Books needed by other patrons may be recalled from teachers after two (2) weeks. Teachers must return requested materials within seven (7) days of receiving a recall notice. Fines from materials requested but not returned will begin to accrue on the 7th day.

Teachers may be restricted in number of holiday books or books on a particular subject. Additional material may be requested through the network's delivery /

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Interlibrary Loan program, but may follow the owning library's borrowing policies. Special collections (i.e. holiday books, video recordings, etc.) are still subject to limited borrowing time.

Video and DVD recordings may be subject to rental fees.

Teachers must inform the library immediately of changes in their address or change of schools.

The library reserves the right to ask for proof of employment by a school district.

All borrowed materials must be returned to the Library before the end of the school year or end of summer class session.

The card expires yearly and must be renewed in person with proper identification.

Up to fifty items can be placed on hold through the SAILS Library Network using this card.

The Somerset Public Library exists to serve as a center of informal learning, individual growth and recreation for the citizens of Somerset. The Library expects to make a contribution to the learning process and to aid individuals in the lifelong process of growth and appreciation and understanding of themselves, their neighbors, and the world around them. In addition, the library makes its building available as a setting for appropriate events according to the needs and interests of the community.

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