



Teacher Loan Library Card Application

OFFICE USE ONLY	
Verified by: Staff Initials _____	Date _____
Teacher Loan Library Card # _____	

YOU NEED NOT APPLY...
 If you have lost your library card. There is a \$1.00 fee to replace a lost card.

NEW APPLICANT...
 Adults (18 years of age and over) must present one photo I.D. with the current address such as Ohio driver's license or state ID. If license does not have current address, proof of address must be provided by bank check, lease agreement or a utility bill.

Please check one: New Renewal Change of School Name _____

(Please print)
 Last Name _____ First Name _____ MI _____

Name of School _____ School Mailing Address _____

City (OHIO) _____ ZIP _____

Home Mailing Address _____

City (OHIO) _____ ZIP _____

Home Phone: _____ Cell Phone _____ Birthdate ____/____/____

E-mail address (Used for library purposes only) _____

Library Notification Options – Please select an option to receive library notices:

E-Mail Text Message Both

PLEASE READ BEFORE SIGNING

P • Teacher Loans are for 30 days for print juvenile books. All other items are subject to standard loan periods.

O • Teacher Loan cards are fine-free for print juvenile books. Applicable overdue fees apply for all other material.

L • All materials checked out on the Teacher Loan card are the responsibility of the teacher. Damaged, lost, or stolen materials are the financial obligation of the teacher. When a Teacher Loan is four weeks overdue, the teacher will be billed for the cost of replacement of those materials.

I • Teacher Loan cards that have accumulated fines or fees exceeding the maximum fine/fee threshold for borrowing will be blocked in accordance with standard procedures.

C

Y

As a library card holder, I will:

- Observe the policies of the library
- Be financially responsible for all charges for damages, lost, or stolen materials borrowed on this card.
- Report the loss or theft of this card immediately to avoid unauthorized use.
- Notify the Library if there are any changes regarding name, school, address, phone, or email.

I agree to these conditions and verify that all information on this application is correct.

 Teacher Signature Today's Date

I verify that _____ is a teacher on the staff of the above named school.

 Administrator's Signature Today's Date