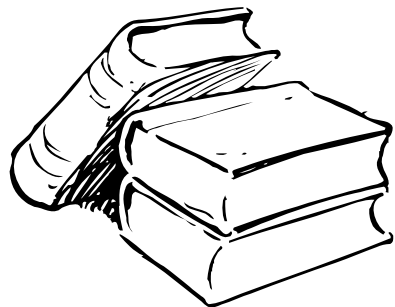


## DID YOU KNOW ...

- There are many teacher resource and reference books in our department.
- We are happy to do assignment alerts for your class. We can set aside books for a particular unit. Phone or fax - we're here to help!
- We have PAL PAKS for you. These tote boxes contain grade level materials based on a theme. We also have variety PAKS of fiction titles.
- We are here to serve - give us a call or stop by. We are your PALS (Partners At the Library).



## The Youth Services Staff

*Head of Youth Services*

Mary Adamowski

*Assistant Head of Youth Services*

Kelly Laszczak

*School Liaison*

Marilyn Heintz

*Library Director*

Sharon Wsol

### Library Hours

Monday - Friday 9:00 a.m. - 9:00 p.m.

Saturday 9:00 a.m. - 5:00 p.m.

Sunday\* 1:00 p.m. - 5:00 p.m.

\* September to May

## Orland Park Public Library

14921 Ravinia Avenue

Orland Park, IL 60462

708-428-5127

Fax: 708-428-5187

# Teacher Loan Cards

## Orland Park Public Library

## Partners At the Library

While most teachers have a personal library card, it is often beneficial to have a teacher loan card for borrowing needed classroom materials. The Youth Services Department at the Orland Park Public Library invites you to read the following information and enjoy your teacher loan card!

### **Who?**

For the purpose of the teacher loan card policy, “school staff member/ educator” is defined as a certified fulltime educator or media specialist working in schools served by the Orland Park Public Library.

### **What?**

A teacher loan card will enable you to check out materials which can be used to directly benefit your students. The card is not meant to be used as a personal library card. The materials are for in-class use only and should not be taken home by the students.

### **How?**

Sign up using the form provided in this brochure or on the library’s website:

**[www.orlandparklibrary.org](http://www.orlandparklibrary.org)**

*Click on “About Us”*

Fax the form to the Youth Services Department at 708-428-5187.

### ***Tell Me More . . .***

- Materials will be checked out for three (3) weeks. They may not be renewed.
- Teacher loan cards will remain in the Library. School staff members will be able to use their card by showing a valid picture ID. You will not receive a plastic card as you do for a personal library card.
- Teacher loan cards are valid for one (1) school year.
- Teacher loan cards may be used for Orland Park materials only. Placing of holds and interlibrary loan services are not available with a teacher loan card.
- There is a limit of 30 items per card.
- The school district will not be responsible for financial charges if the card is used improperly. In that case, the staff member using the card or materials improperly will be billed.

Some examples of improper use are:

- allowing OPPL materials to be removed from the classroom.
- checking out items for personal use.

## **Staff Request for Teacher Loan Card**

I would like to request an Orland Park Public Library teacher loan card. I have read the loan card procedures and responsibilities and agree to abide by them. I understand checked-out materials are for in-school use only. All materials I check out on this card will be used to directly benefit the students in my class.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

e-mail: \_\_\_\_\_

Return this form to the Orland Park Public Library, fax 708-428-5187