

NORWELL PUBLIC LIBRARY TEACHER LOAN POLICY

PURPOSE

The Norwell Public Library offers Norwell teachers collections of books to supplement school holdings. In this manner, the library provides direct access to library materials for Norwell students and enhances the learning materials collections in the Norwell schools.

DEFINITION

A teacher loan is a collection of library books that may circulate for four weeks and is made available for classroom use. Teachers are personally responsible for all materials in the teacher loan collection. The librarian provides reserve collections of subject materials for student use at the library upon request when the actual materials on any specific subject are limited.

GUIDELINES

The library provides supplementary books to teachers in the Norwell schools. Daycare centers and pre-schools in the town of Norwell may also request teacher loans.

REQUESTS

Teacher loan collections may be selected by either the librarian or the teacher. Norwell staff request that loans are requested at least five working days in advance of the pick-up date. Requests are made in person or by telephone or telefax through the appropriate department. Teachers who reserve collections must supply the following information: name, school, telephone or telefax number, subject area or specific titles required in the collection and the reading level. Subject requests must be as specific as possible. The librarian reserves the right to limit the number of books in a specific subject area. Teachers or their designated representative are requested to pick up the book collections by the deadline date. Suggestions of resources that teachers may want available for use by their students may include: newspapers, encyclopedias, and reference databases. Teachers may avail themselves of the *Norwell Public Library Assignment Alert Form* to expedite the process.

LOAN PERIODS

- A. Teacher loan collections circulate for four weeks. Collections are held for two days following the requested date. Reference and adult new fiction cannot be requested for teacher loan. Please notify staff upon checking out materials that this is a teacher loan transaction. (Four week loan period) Fines accrue based on our fee schedule.
- B. Institutional Loans: Four week materials may be circulated to institutions such as nursing homes. No late fines are levied on institutions or residents of the institution. Institutions are responsible for lost or damaged item. A representative

from the institution must fill out a registration form in order to qualify for institutional loan service. Items may be renewed once.

RENEWALS

A teacher loan may be renewed on or before the due date for an additional four weeks. The renewal is done in person at the library or by telephone. A request for renewal is not accepted if a demand for the materials exists within the library system.

OVERDUE COLLECTIONS

An overdue teacher loan collection is assessed the same charges as any other overdue materials in the library system.

APPLICABILITY

This policy applies to all users and patrons of the Norwell Public Library system.

Approved 11/19/03