

## **Teacher Loan Library Card**

1. Up to 30 book titles for in-classroom use (if supplies permit).
2. Loan period of six (6) weeks on all materials EXCEPT DVDs. DVDs circulate for 7 days.
3. NO RENEWALS of materials checked out on a Teacher Card.
4. No grace period for any materials.

## **Rules and Procedures**

You must have a TEACHER LOAN LIBRARY CARD to check out a teacher loan. Teacher loan cards are issued and kept at the circulation desk. Simply tell the desk clerk you would like to check out items on your teacher card. You may also use the key card version of your Teacher Card which is yours to keep.

Teacher cards are issued to any Day Care/Pre-School Teacher, school teacher, home educator or student teacher with a valid personal card in good standing from the Public Library of Mount Vernon and Knox County or any of its branches. Only ONE Teacher Card may be issued system wide. When you apply for a Teacher Card, you will be asked to provide both your home and school addresses. ALL TEACHER LOAN CORRESPONDENCE will be sent to your HOME address. Lost or damaged materials are the responsibility of the teacher. Full price will be charged for any lost or damaged materials.

## **Unit Collections**

The Youth Services staff will be happy to pull books on a subject/unit for you if you are a pre-school or elementary level teacher. We will pull as many books as we reasonably can, up to the limit of 30 books. STAFF TIME LIMITATIONS PREVENT US FROM PULLING SPECIFIC TITLES.

If you require specific titles, you may place online ([www.knox.net](http://www.knox.net)) reserves through our catalog. The library reserves the right to place restrictions on certain subjects during periods of high demand. You may place requests for unit collections either in person or by calling 740-392-BOOK, ext. 248.

Please try to give us at least a week's notice to collect the materials. You will receive a phone or email message from us when your unit collection is ready. WE WILL HOLD THE UNIT FOR THREE (3) DAYS AFTER YOUR NOTIFICATION. If you fail to pick up the unit within those three days, the materials will go back on the shelf.

\*New units will not check out until all books from your previous units have been returned.

## **Branches**

Danville Public Library  
512 South Market Street  
Danville, Ohio 43014  
740-599-BOOK

Monday & Tuesday 10-8  
Wednesday-Friday 10-5  
Saturday 11-5

Fredericktown Community Library  
1 Burgett Drive  
Fredericktown, Ohio 43019  
740-694-BOOK

Monday-Thursday 10-8  
Friday & Saturday 10-5

Gambier Community Library  
115 Meadow Lane  
Gambier, Ohio 43022  
740-427-BOOK

Monday, Thursday, & Friday 10-5  
Tuesday & Wednesday 11-8  
Saturday 10-4

The Public Library of Mount Vernon & Knox County  
201 North Mulberry Street  
Mount Vernon, Ohio 43050  
740-392-BOOK

Monday-Thursday 9-9  
Friday & Saturday 9-5  
Sunday 1-5