**Educator Card**

Airdrie Public Library is pleased to offera free Educator Card. The Educator Card is designed to support the goals and needs of Airdrie schools and their students.

**Educator Card Guidelines:**

1. The teacher may borrow 40 items at a time onsite.
2. The teacher may access the many online resources that are part of the library’s virtual collection.
3. This card does not allow requests to be made from Airdrie Public Library or other libraries.
4. Extended loan periods are available upon request.
5. The card is valid for one school year, expiring each June 30th.

**Responsibilities:**

1. The teacher will have possession of the card, but the school is responsible for any fines for overdue materials and/or replacement costs for lost or damaged items.
2. The teacher will receive due date reminders and overdue notices in their e-mail.
3. The principal will be mailed billing notices.
4. The card must be presented when borrowing items.
5. The card is intended for professional use. We encourage individuals to obtain their own cards for personal use.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that a library card is a contract and as the signing authority,

Principal Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is financially responsible for all library materials checked out.

School Name

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Principal** |  | **Teacher** |  |  |
|  |  |  |  |  |
| Name |  | Name |  |  |
|  |  |  |  |  |
| Title |  | Title |  |  |
|  |  |  |  |  |
| Signature |  | Signature |  |  |
|  |  |  |  |  |
| E-mail |  | E-mail |  |  |
|  |  |  |  |  |
| Phone |  | Phone |  |  |
|  |  |  |  |  |
| School Mailing Address |  |  |  |  |

Library Card #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_