

## Procedures

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### Teacher Loan Guidelines

1. Teacher loan cards are for teachers of grades 12 and under, including preschool teachers, childcare workers and others who work with children and teens.
2. Patrons can register for a teacher loan card at the Circulation Desk with their teacher identification badge or paystub.
3. Items available to teacher loan cards include books, audio books and music owned by Rocky River Public Library, up to 75 items per request.
4. The loan period for a teacher loan is 28 days, plus renewals as available.
5. Items not available to teacher loan cards include DVDs, Blu-Rays, Launchpads, videogames, S.T.E.A.M. kits, Read-n-Play Packs and materials for personal use.
6. Teacher loan requests may be made in person at the Children's reference desk or by calling 440-333-7610 and pressing 4 to reach the Children's Department.
7. Loan requests require a 24-hour notice and are processed Monday through Saturday.
8. Teacher loans are available for pick up only at the Circulation Desk.
9. Library staff will hold your teacher loan for one week past the pick-up date.
10. There are no overdue fines, however, if a book is lost or damaged beyond repair, a replacement fee will be charged.
11. Please return teacher loan materials and loan bags together at the Circulation Desk rather than through the book drop or drive-up window.