




Educator Cards



9284 KG 9/24/18

-  @GailBordenPublicLibrary
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All educators within the Gail Borden Public Library District boundaries are eligible for an Educator Card. This card allows educators from public and private preschools through high schools to check out materials for classroom use and make use of online resources, including electronic research materials.



Getting an Educator Card

- Visit any Gail Borden Public Library District registration desk.
- Bring a photo id (such as a driver's license) and proof of employment at a school within our library's district boundaries.
- Acceptable proof of employment include: paystub, school ID, class roster.

Checking Out Materials

- For up-to-date information regarding physical items available for checkout, please see:

<https://www.gailborden.info/about-the-library/borrowing-information/checking-out-materials>

- Educators are welcome to select materials either in person or by placing holds online.
- As a courtesy to others, please avoid taking all books or materials on a single subject or all copies of a single title.
- Seasonal popularity will limit the number of items available.
- Educator cards are restricted to items owned by the Gail Borden Public Library District.

Classroom Collections

- Library staff members will curate a collection for you to use in your classroom. Educators can submit a theme, subject, specific titles, etc. for their specific age/grade and library staff will pull materials for you to pick up and use in your classroom.
- Please request items with 48 hours' notice and no more than 7 days in advance.
- Please note that while we are able to send classroom collections to the branches, this requires more than the 48 hour lead time.
- To request a classroom collection, please visit:

<https://www.gailborden.info/services/for-teachers/236-classroom-collection-form/>

Use of Electronic Resources

- Educators have access to use of electronic resources.
- Please do not share educator card numbers with students.
- If you wish to use Gail Borden Public Library District's electronic resources in your classroom, library staff are willing to visit and provide instruction.
- Please note, that if a student does not have their own library card, they will only be able to access these resources at one of the Gail Borden Public Library District buildings. Please do not sign in to 25 computers with one card, this violates our software licensing agreements and will result in the loss of your card.

Educator Responsibility

- Educators are responsible for materials checked out with their card.
- Overdue items will be assessed extended use fees.
- To avoid extended use fees, sign up for our convenient email or text message reminder while registering for a card.
- Failure to return materials will result in a bill for replacement costs.

