

Polk County Library Cards for Educators

What is an Educator Card and what is its purpose?

Educator Cards allow teachers of Polk County School Districts, upon the approval of each District's Administration, to check out library materials for use in their classrooms.

Teachers can hold these cards specifically for classroom use so they do not need to use their personal library cards for this purpose. This also allows Polk County teachers who do not reside in Polk County to have access to the library's resources without paying a non-resident fee.

Digital books (eBooks), audio books, and even streaming video can be borrowed through the Polk County Library website using the Educator Card.

NOTICE: Internet access at Polk County Library branches is limited to the teacher who signed the card. Access to digital media through the library website is also limited to one device at a time.

The complete Polk County Library Computer Use Policy is available for review at the library.

What type of materials can be checked-out?

Most materials from the children's, young adult, and adult areas will be available for check-out. These materials include fiction and non-fiction books, DVD's, books on CD, music on CD, and back issues of magazines. Digital materials are also available. Please see below for more information on borrowing digitally.

The following items are not available to check-out on Educator Cards:

- New & High Demand Fiction
- *Current Year* Award Nominees
- Holiday Books from the Children's Area
- Current magazines
- R-rated DVD's

How many materials can be checked-out?

You can check-out up to 25 items at a time on an Educator Card. Up to 5 DVD's may be checked-out at a time, but they will count toward the 25 item total.

When will checked-out materials be due?

All materials checked-out on an Educator Card will be due 30 days from the date of check-out. Circulation receipts which list the titles and their due dates are issued at the time of check-out.

Providing us with your email address, cell phone number, and cell phone carrier name on the Educator Card application will allow us to send you email and text reminders when items are due as well as text alerts when reserved items are available for pick-up. This also gives you the option to have circulation receipts emailed to you by telling library staff to email the receipt at the time you check-out.

Can materials be renewed?

Items may be renewed once, unless they are reserved for another patron. Renewals may be made over the phone by providing library staff with the barcode number on the back of the library card, or through the library's website as long as the materials are not yet overdue. Library staff will notify you at the time of renewal if any particular item cannot be renewed. The library website will also show an error message for any particular item that cannot be renewed.

Please see read further for more information about accessing Educator Card accounts via the library website so you can renew and reserve materials.

Can I request materials that the library does not have available?

Yes. The library takes patron requests for new materials by phone and in-person at the circulation desk. There is no actual limit to the number of items you can request, but we cannot guarantee that all requested materials will be added to the library collection. Just remember that most fiction and non-fiction materials new to the library will be New & High Demand for at least 90 days and will not be available to check-out immediately.

Interlibrary Loan (ILL) is another option for requesting materials and may allow you to check out the requested materials between 10 and 15 business days of submitting the request. Many older copyright books and audio CD's can be borrowed this way. It is also possible to borrow fiction and non-fiction with publication dates that are at least 6 months old.

Interlibrary Loan materials are the property of other library districts that agree to loan them to us and, as such, are subject to special circulation restrictions.

- Educators can borrow up to 20 ILLs at a time for any given subject.
- Educators *cannot* borrow more than 3 copies of any specific title.
(This is because the number of lending libraries is limited, making it possible to borrow several different titles for one subject, but not necessarily several copies of one title.)
- Due dates will vary because they are subject to the lending library's due date policies.
- New ILL requests cannot be submitted unless/until the total ILL materials checked-out on the Educator Card is less than 20.

Are digital materials available for check-out?

The library offers eBooks, eAudio books, and streaming video to borrow or view through the library website. Access to digital media through the library website is limited to one device at a time. The complete Polk County Library Computer Use Policy is included on page 4.

Digital materials may be borrowed by going to polkcolibrary.org, scrolling down, and choosing [Download audiobooks eBooks](#) from the left hand menu. This will take you to Missouri Libraries 2 Go, also known as *OverDrive*. You can borrow up to 5 digital titles at a time, in addition to the 25 physical items from the library.

Access to *OverDrive* requires your library card number. You don't need a library card to learn more about the service. Just visit the site as directed above and clicking the [? Help](#) link near the top right.

Digital books may also be viewed by visiting polkcolibrary.org, scrolling down, and choosing [eSebco](#) from the left hand menu. *eSebco* offers a collection of fiction and non-fiction for students that can be viewed without having to be borrowed or downloaded. Access to *eSebco* simply requires your library card number.

Can my students use the Internet with my Educator Card if my class visits PCL?

Internet access at all Polk County Library locations is limited to the teacher who signed the card.

PCL is bound by the Children's Internet Protection Act (CIPA). This means minors (17 and under) must have a current PCL library card on file that has been signed by a parent/legal guardian. Minors with internet permissions must gain access to the internet at the library using their own library card. They are not allowed to log-on with cards belonging to others.

The complete Polk County Library Computer Use Policy is available for review at the library.

Can Educator Card accounts be accessed on-line?

You can access your Educator Card account by setting up for a password (PIN) at the time you complete your card application. The PIN, along with your library card number, will allow you to view materials checked-out on the card, renew them if they are not already overdue, reserve materials, and keep reminder lists of titles you want to check-out in the future.

Who is responsible for materials that are overdue, lost, damaged, or stolen?

Teachers will sign Educator Card applications as responsible party and will be held responsible for all replacement costs and processing fees associated with lost, damaged, or stolen items.

No overdue fines will apply, however due dates should be adhered to or cards can be revoked.

Is my Educator Card good at all Polk County Library branches?

You can borrow from any branch and return to any branch. All branch locations have an outside book drop for returning after hours. We also freely transfer materials between branches upon request. It is important to note that you must present your library card at the circulation desk in order to check-out, renew, or reserve materials. Library staff do not look up patrons by name.

I want an Educator Card! How do I apply?

You can apply for an Educator Card by visiting the circulation desk at any Polk County Library location. You do not have to reside in Polk County to apply. You will need to provide a current photo I.D. and proof of employment or school I.D.

Do Educator Cards Expire?

Educator Cards expire annually and will require proof of employment or school I.D. to renew, but keep your card! Cards can be renewed without needing to be replaced.

What if my Educator Card is lost, damaged, or stolen?

Please report lost and stolen cards to the library as soon as possible! We can restrict the card so no one else can attempt to use it. Lost, damaged, or stolen cards incur a \$3.00 replacement fee and require photo I.D. to replace.

Questions?

Please contact a library staff member at any branch.

Bolivar Main Library 1690 W. Broadway in Bolivar. Phone: 417-326-4531.
Hours: Mon/Tue/Thur.: 9am-8pm. Wed/Fri/Sat: 9am-5pm, Closed Sun.

Humansville Branch 101 S. Ohio in Humansville. Phone: 417-754-2455.
Hours: Mon/Wed/Fri/Sat: 10am-5pm. Tue/Thur: 10am-7pm. Closed Sun.

Morrisville Branch 5308 S. Main in Morrisville. Phone: 417-756-2181
Hours: Mon/Wed/Fri/Sat: 10am-5pm. Tue/Thur: 10am-7pm. Closed Sun.

Fair Play Branch 104 N. Elm in Fair Play. Phone: 417-654-5013
Hours: Hours: Wed/Fri/Sat: 10am-5pm. Tue/Thur: 10am-7pm. Closed Sun & Mon.