



## **Glenview Public Library School Loan Guidelines School Year 2023-2024**

The Glenview Public Library recognizes the important role of the Library and invites local schools to take advantage of its numerous resources and expert staff. It is hoped that schools will find this service useful and convenient.

### **Who is Eligible for a School Card?**

Every school located in the Glenview Public Library District and serving grades K-8 is eligible for a Glenview Public Library School Card.

### **How Schools Acquire a School Card:**

At the beginning of each school year, the School Services Coordinator mails the Glenview Public Library School Card renewal form to each school principal. Once the updated signed form is returned to the Glenview Public Library, a library card is issued (renewed) for the school which is valid through the school year and expires June 1.

### **Who May Use the School Card?**

The principal determines two school staff members authorized to use the school card. For example, this may include the principal and school librarian or the school librarian and library assistant. These two people are responsible for requesting and returning all materials taken out on the card. The school principal understands and accepts responsibility for any lost or damaged materials checked out to the account.

### **How to Request a School Loan:**

Requests may be submitted by telephone, e-mail, or in person. Please allow a minimum of two business days to fill school loans. Only requests from authorized staff members will be honored.

### **What Can Be Loaned on a School Card:**

Circulating books and AV materials in the Youth Services Department are available for school loan. Limits may be placed on duplicate titles, multiple books on a single subject, or seasonal/holiday topics. Limits for all materials are subject to the discretion of the librarian, not to exceed the limit of 150 items.

Materials are available from the adult collections for school loans, with the following exceptions:

- Adult non-fiction titles are limited to 5 in one subject area
- Adult non-fiction DVD's are limited to a total of 5
- Adult fiction DVD's are limited to a total of 2



## **Loan Periods for School Loans on Glenview Public Library Materials**

### **3 WEEKS**

Two renewals; items will automatically renew on due date for the following collections:

- Fiction and Non-fiction Books from the Youth Services Collection
- Playaways from the Youth Services Collection
- CDs
- Audiobooks
- Magazines from the Youth Services Collection (NO renewal)

### **2 WEEKS**

Two renewals; items will automatically renew on due date for the following collections:

- DVDs & Blu-rays (not including NEW)
- Preschool Kits
- Playaway View (NO renewal)
- Read-alongs

### **Collections not available for School Loans:**

- Videogames
- J Kit STEAM Items

### **Reserves**

If a requested item is checked out, the authorized school staff member may request that a hold be placed on the item. These holds are for Glenview materials only.

### **Lost & Damaged Items**

Schools will be held responsible for any lost or damaged materials loaned on a school card and will be charged a replacement fee.

### **Overdue Items**

Schools are responsible for returning borrowed materials in a timely fashion and schools receive the same notices the public receives regarding overdue items.

- Three days before due - courtesy notice is sent
- Three days past due - overdue notice
- Fifteen days past due – overdue notice
- Twenty-eight days past due – account is blocked for use
- Forty-five days past due – Bill for the item
- Eight weeks past due – Account submitted to collection agency



To make library materials accessible to all patrons, prompt return of all materials is requested. Abuse of this loan agreement may result in revocation of the school library card.