



EDUCATOR LIBRARY CARD APPLICATION

Please fill out this entire form to apply for an educator card at any BCL location. You will be asked to provide a valid photo ID, proof of Wisconsin address, and proof of employment.

Personal Information:

Legal Last Name _____ Legal First Name _____

Date of Birth (mm/dd/yyyy) _____

Employer Information:

The information in this section will be used to contact you regarding your account.

Employer/School _____

Employer/School Address _____

City _____ State _____ Zip Code _____

Work Phone (_____) _____

Work Email _____

Personal Contact Information:

We may use this information to contact you regarding materials checked out on your educator card if we cannot reach you at the contact information listed above.

Home Address _____

City _____ State _____ Zip Code _____

Personal Phone (_____) _____

Personal Email _____

Optional: I want to apply for a personal Brown County Library card using the information above.

Acknowledgements:

- I agree to be responsible for all materials borrowed against my Brown County Library card.
- I will notify the library immediately if my address changes or my card is lost or stolen.
- I understand this card will expire on August 15th each year and that I must present proof of my employment at that time to extend borrowing privileges on this card.
- I understand that my educator card may only be used to borrow items for use by or with students.

Signature _____ Date _____

<p>LIBRARY USE ONLY: Barcode: 2987800 _____ Staff initials: _____</p>
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THINGS TO KNOW about Educator Library Cards



Why an Educator Library Card?

- Eligible educators can apply for a (free) Educator Card in addition to their personal library card, so they can track borrowing of classroom items separate from their personal borrowing. You no longer need to use your personal library card to borrow items for use by multiple students from various households!
- Activity on your Educator Card won't affect your personal card and vice versa.
- An Educator Card allows you to place a greater number of holds and borrow a higher number of items at a time, which is especially helpful when working with one or more classroom(s) of students.

Who can get an Educator Library Card?

- Educators who are residents of Wisconsin and who can document employment with a licensed early childhood/childcare center, public or private K-12 school, or similar educational organization.
- **Required verification of employment:** employee ID badge, recent pay stub, documentation of employment on school letterhead, or similar verification.
- **Required general identification:** photo ID and proof of card-holder's Wisconsin address.
- A personal BCL Library Card is recommended but not required.

How do I get an Educator Library Card?

- **Apply in person** at any Brown County Library location.
- Fill out a **short paper application** and **show the required ID and employment verification** as stated above.
- You should be able to apply for a card and obtain it on the same library visit, although they do take a bit longer to process than regular library cards. Your patience is appreciated.

How does an Educator Card differ from a regular library card?

- **Higher checkout limit:** up to 100 items checked out at a time. (Limit on regular card is 50.)
- **Higher holds limit:** request holds on up to 100 items at a time. (Limit on regular card is 40).
- **Educator Cards expire the following August 15.** If your Educator Card is in good standing, you may renew it by providing employment information for the upcoming school year.
- **Other parameters are the same** as for a regular card, including loan periods, renewal limits, fines and fees.

What kinds of items can I borrow with an Educator Library Card?

- Educator Cards are intended for borrowing items for use by/with students, not for personal use.
- All curriculum-related library items can be borrowed **EXCEPT:** R-rated DVDs; video games; Lucky Day books; some library equipment.
- Educator Cards may be used to request Inter-Library Loans of items from libraries other than BCL, following the usual ILL rules.
- Note: Educator Cards are NOT required for our special services such as Multiple Copies, Teacher Kits, and Custom/Teacher Collections.