

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.