



## Did You Know . . .

- There are many teacher resources and reference books in our department.
- We are happy to do assignment alerts for your class. We can set aside books for a particular unit. Phone or fax—we're here to help!
- We have PAL PAKS for you. These tote boxes contain grade level materials based on a theme. We also have variety PAKS of fiction titles.
- We are here to serve—give us a call or stop by. We are your PALS (Partners At the Library)

## Youth Services Staff

**Head of Youth Services**  
Diane Norris-Kuczynski

**Assistant Head of Youth Services**  
Becky McCormack

**School Liaison**  
Kara DeCarlo

**Library Director**  
Mary K. Weimar

## Library Hours

**9 a.m.-9 p.m.**  
**Monday-Friday**

**9 a.m.-5 p.m.**  
**Saturday**

**1 -5 p.m.**  
**Sunday**



Orland Park Public Library  
*A Natural Connection*

### Orland Park Public Library

14921 Ravinia Avenue  
Orland Park, IL 60462  
708 - 428 - 5127  
Fax: 708 - 428 - 5187  
orlandparklibrary.org

# Teacher

# Loan Cards



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While most teachers have a personal library card, it is often beneficial to have a teacher loan card for borrowing needed classroom materials. The Youth Services Department at the Orland Park Public Library invites you to read the following information and enjoy your teacher loan card!

## What?

An Orland Park Teacher Loan Card will enable you to check out materials which can be used to directly benefit your students. The card is not to be used as a personal library card. The materials are for in-class use only and should not be taken home by the students.

## Who?

For the purpose of the teacher loan card policy, "school staff member" is defined as a full-time educator or media specialist working in schools served by the Orland Park Public Library.

## How?

Sign up using the form provided in this brochure or on library's website:

[www.orlandparklibrary.org](http://www.orlandparklibrary.org)

Click on "Kids Corner" then "Parents & Teachers."

**Fax the form to Youth Services Department  
Orland Park Public Library  
708-428-5187**

## Tell Me More...

- Materials will be checked out for three (3) weeks. They may not be renewed.
- Teacher loan cards will remain in the library. School staff members will be able to use their card by showing a valid picture ID. You will not receive a plastic card as you do for a personal library card.
- Teacher loan cards are valid for one (1) school year.
- Teacher loan cards may be used for Orland Park materials only. Placing of holds and interlibrary loan services are not available with a teacher loan card.
- There is a limit of 30 items per card.
- Currently library policies regarding loss, damage, and overdue periods will be in effect for materials checked out.
- The school district will not be responsible for financial charges if the card is used improperly.\* In that case, the staff member using the card or materials improperly will be billed.

\* Some examples of improper use are:

- Allowing OPPL materials to be removed from the classroom.
- Checking out items for personal use.

## Staff Request for Teacher Loan Card

I would like to request an Orland Park Public Library teacher loan card. I have read the loan card procedures and responsibilities and agree to abide by them. I understand that checked-out materials are for in-school use only. All materials that I check out on this card will be used to directly benefit the students in my class.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Principal Signature (Required): \_\_\_\_\_



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Return this form to the Orland Park Public Library, fax 708-428-5187