

Title: Establishment Institution and Teacher Cards Chapter: Circulation Approved By: Library Board of Trustees	Document Type: Policy Document Number: 09.01 Original Effective Date: Date of Last Revision:
---	---

Establishment Institution and Teacher Cards

Purpose Statement: Institution Cards are meant to provide access to Mead's physical and electronic library resources, as well as specialized library services, at the organizational/establishment level. Teacher Cards are meant to provide access to Mead's physical and electronic resources, as well as specialized library services, at the individual educator level.

- A. Special library cards may be issued to establishments and educators located within the ~~limits of the Monarch Library System~~ **City of Sheboygan and its surrounding non-librariated areas.**
- B. "Establishments" shall mean recognized and responsible organizations, including professional, labor, and business, whether organized on an individual, partnership, corporate, or association basis. It shall include governmental agencies, schools and religious institutions. It shall not include social, fraternal or service clubs. **The term "school" shall mean an institution which provides elementary or secondary education. "Library" shall refer to the Mead Public Library of Sheboygan, Wisconsin.**
- C. The application for ~~such cards~~ **an Institution Card** shall be signed by a responsible representative of the establishment. **Should that person leave the establishment, the establishment will continue to be responsible for materials borrowed through the library. Establishments will be asked to update contact information on their Institution Card accounts on an annual basis. Institution Cards can only be used by authorized persons listed on the account.**
- D. **The application for a Teacher Card shall be signed by an educator who is actively teaching within the City of Sheboygan or its surrounding non-librariated areas. Should that individual stop teaching within the City of Sheboygan or its surrounding non-librariated areas, they should notify the library of this change so that their Teacher Card account can be deactivated. Teachers will be asked to update contact information and provide proof of their educator status (such as a staff ID badge) on an annual basis. Teacher Cards can only be used by the teacher named on the account.**
- E. ~~Institution Cards issued to an establishment shall be of such type or so marked as to be easily distinguishable from the cards which the Library issues to individuals kept at the library and~~ **only authorized users listed on the account who are able to provide photo ID will be allowed to use the card.**

- F. The cards shall be used only for the purpose of borrowing materials within the range of interest and purpose of the borrowing establishment. They shall not be used primarily for the personal benefit of an employee, owner or representative of said establishment. Cards issued to other libraries or to library systems shall not be used for the borrowing of collections for the purpose of reissue. The propriety of use is to be determined by the Director or the Director's designee.
- G. Classroom collections may be borrowed by preschools and by schools for those grades from pre-kindergarten through 6th grade.
- ~~H. The establishment library cards shall be issued to persons named by the establishment as authorized to use them.~~
- I. The establishment in whose name the card is issued shall be liable for late return charges, damage fees, and payment for loss of library materials.
- J. The teacher in whose name the card is issued shall be liable for late return charges, damage fees, and payment for loss of library materials.
- K. Violation or misuse of the cards so granted shall result in revocation or suspension of such cards.