

## ***INFORMATIONAL HANDOUT FOR DISTRICT #45 SCHOOL CARD AGREEMENT***

The Villa Park Public Library (VPPL) and School District #45 (SD45) have entered into an intergovernmental agreement to allow teachers access to VPPL resources and materials without having to use their personal library card for classroom materials!

### **What is a Teacher Library Card (TLC)?**

- Teacher Library Cards (TLC) will be available to all certified teachers in SD45 from September 1-June 1 of each year. These cards will allow teachers to access and borrow resources and materials for curriculum/instructional support only.
- **TLC accounts will exist separately from personal library cards.**
- TLC accounts are intended to complement school libraries and media centers. Public library services are intended as curriculum supplement and support.

### **Which VPPL materials and resources may be used with the Teacher Library Cards?**

- Everything! The agreement includes use of both physical materials (books, audio/visual materials, puzzles, etc.) and electronic resources, such as e-books and subscription-based digital sources like Encyclopaedia Britannica for kids, NoveList, Scholastic BookFlix/TrueFlix, circulating iPads, and much more.

### **What are loan periods, policies, and limits for the Teacher Library Cards?**

- All items are checked out on a TLC account for the regular loan periods for all patrons, and may be renewed if there are no other holds. Current library policies will be in effect for all materials checked out on a TLC.
- TLC accounts may place holds and request materials through the LINC Consortium.
- TLC cardholders are encouraged to limit their checkouts to no more than 20 items per research topic, to ensure that there are plenty of materials for others to checkout.

### **How does the Library know who is eligible for Teacher Library Cards?**

- Two weeks prior to each school year, the School Board of SD45 will supply identification of individuals who can be issued TLCs. SD45 will update VPPL monthly if there are any changes to the list of individuals.
- Teachers interested in creating a TLC account will need to provide their school-issued ID at the time of registration.

### **What is the School District giving to the Library in exchange for the Teacher Library Cards and related privileges?**

- At the start of each school year, SD45 will provide a copy of each textbook used by students in the District for use at VPPL. Because these items are for reference use only, they are reserved for in-house use at the library.

### **Who should I contact at the library with inquiries and requests?**

**For Teacher Library Card Questions:** Kandice Krettler | Head of Circulation/Outreach Services | (630) 834-1164 ext. 107

**For Educator Services Questions:** April Howe | Youth & Teen Services Librarian/School Liaison | (630) 834-1176 ext. 303

For all **Educator Services Requests**, including Educator Book Bag requests, field trip and school visit requests, please fill out the form on our website under the Services tab > Educator Services. All Youth Services Department staff will put their expertise to work for you in order to provide the best selection of resources and opportunities for your educational needs!

Villa Park Public Library \* 305 S. Ardmore Ave. \* Villa Park, IL 60181

Phone: (630) 834-1164 (Main Line) / (630) 834-1176 (Youth Services) \* [www.vppl.info](http://www.vppl.info)

Hours: Monday-Thursday 9am-9pm / Friday-Saturday 9am-5pm / Sunday 1pm-5pm (September-May)