

EDUCATOR LIBRARY CARDS

FOR VILLA PARK & OAKBROOK TERRACE
EDUCATORS



REQUESTING MATERIALS

Choose Your Own Items!

You are welcome to come in to the library and use your educator card. Library staff will be happy to assist you in finding great materials for your classroom and you can check them out on the same day.

Holds can be placed on specific items through our library catalog at www.vppl.info using your library barcode and PIN number. Your default PIN is the last 4 digits of your library card barcode.

Requested items are typically received at the Villa Park Public Library within 3-4 business days, depending on availability at the home library.

If you plan to pick up the items yourself when they become available, choose either to pick your items up inside the library on the hold shelf, or from the locker system located outside of the library available 24 hours a day/7 days a week.

If you are interested in having your items delivered to your school, please fill out a request form at:
www.vppl.info/library-services/educators/



 **VILLA PARK** | Read
PUBLIC LIBRARY | Explore
Enjoy

305 S. Ardmore Avenue • Villa Park, IL 60181
(630) 834-1164 • www.vppl.info

WHAT CAN I DO WITH A TEACHER LIBRARY CARD?

Through a partnership with your school, the Villa Park Public Library is issuing library cards to educators. This card entitles you to:

- Check out materials for curriculum support in person at the Villa Park Public Library
- Share materials with students
- Use our online resources, including databases and eBooks
- Submit Educator Book Bag & Delivery Service requests online
- Renew items and place holds through our online catalog that we share with 100 other libraries
- Receive curated booklists and webliographies created by librarians via email
- Share assignment alerts with library staff, so that resources can be set aside and ready for your students when they visit the library
- Request a visit to your classroom by a librarian, or schedule a visit to the library!

Contact us today to see how we can help you. We look forward to working with you!

HOW DO I USE MY TEACHER LIBRARY CARD?

You may use your Teacher Library Card like a regular library card to check out materials, place holds, and renew materials with just a few restrictions:

- Materials should be used to supplement your curriculum.
- Cards may only be used at the Villa Park Public Library (you can request items from other libraries be sent to the Villa Park Public Library for pick-up).
- Check out your items with a staff member at the First-Floor Service Desk, or use one of our self-check stations.
- Request your account be set-up as a locker patron where your materials will be checked out, placed into a locker, and ready for pick-up 24/7!



EDUCATOR BOOK BAGS & DELIVERY SERVICES

Do you have an upcoming classroom assignment, project, or subject that you need materials for? Let us help! We'll gather age-appropriate books, audio-visual materials, and other library resources on the subject(s) you've requested from our library collections. We will put these items into one of our canvas library bags when they are ready to go. Finally, we will put them on hold for you to pick up at the library or you may choose to have us deliver them directly to your school.

Educator Book Bags are limited to 20 items per topic and require 5 business days to prepare.

Depending on library staff availability and requests made under extenuating circumstances, we may be able to accommodate Educator Book Bag requests made with a shorter lead time than 5 business days. If you have fewer than five business days, please call us directly at (630) 834-1164 ext. 103.

Fill out an online book bag request form here:
www.vppl.info/library-services/educators/



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