

Library Card Application [School, Classroom, Childcare]

School/Childcare facility		Phone	
Teacher name	Teacher work email	Room #	
Principal/Director name		Principal/Director email	
Mailing address	City	State	Zip
Password			

Please read the following and sign below.

We agree:

- To follow all rules and regulations regarding use of our classroom/childcare library card.
- To pay all costs or fees assessed by the District for lost or damaged materials.
- That we are responsible for all materials checked out with this library card, with or without our consent, and for all other use of the card.

We understand that:

- This library card allows us to borrow materials for our classroom/childcare and to use website services, library internet computers, and other library card-based services that may be made available.
- This card is not for our personal use.
- Failure to follow rules and regulations regarding use of this library card may result in suspension of library privileges.

Principal/Director signature

Date

Teacher signature

Date

Spokane County Library District school/classroom/childcare library cards are available to schools and childcare facilities located within the District service area: the unincorporated area of Spokane County and annexed or contracting towns.

With this card, you may have up to 50 items checked out at one time.

You may obtain a classroom/childcare library card from any SCLD library upon the presentation of the following:

- A completed School/Classroom/Childcare application with the principal/director's signature.
- Employee identification, preferably a school photo ID.
- For childcare facilities: a copy of the childcare license and verification of director/owner.

The card is assigned to the classroom/childcare, not the teacher, and is for classroom/childcare-related use only. You must have the card in hand to check out materials. The school or childcare facility is responsible for any charges for lost or damaged materials and for all use of the card.

School/Classroom cards expire June 30, with a new signed application required at the beginning of each school year. Childcare cards expire one year from the time of issue and require a new application and signature at each renewal.

STAFF USE

Barcode	Date Entered	Proof of ID	Initials
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