

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

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 branch 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. Materials borrowed with this card do not incur overdue fines; however, 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
---------	--------------	-------------	----------