

## Classroom Card Policy & Agreement

### Policy Statement

As part of its mission to provide *equitable access to a world of resources, reading, and lifelong learning*, Van Buren District Library issues Classroom Cards to educators within its service area to supplement their instructional goals.

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### Regulations

1. Van Buren District Library (VBDL) offers Classroom Cards to educators whose school of employment is geographically located within Van Buren District Library's legal service area per *Library Card Policy (CIRC-01)*.
2. Classroom Cards exist for the sole purpose of allowing educators to borrow items from Van Buren District Library for in-class use only. Educators may not allow students or others to remove materials from their classroom for any reason.
3. Classroom Cards may also be used for in-class access to specific electronic resources available from the library's website, VBDL.org. These resources include Libby, Transparent Language, and Tutor.com. The electronic resources available using a Classroom Card are subject to change.
4. Classroom Cards do not grant access to all Van Buren District Library services and resources.
5. Classroom cards do not provide access to interlibrary loan services, except for circumstances where multiple copies of the same work are needed for in-class discussion.
6. Educators who hold a Classroom Card, and their employing school district, are responsible to pay all lost and/or damage fees arising from the use, loss, or non-return of Van Buren District Library's materials, as explained in VBDL's *Loan, Renewal, & Replacement Policy (CIRC-02)*. Van Buren District Library does not make exceptions to its policies for school districts, educators, or students under any circumstances.
7. If at any time the amount of fees on a Classroom Card arising from the loss, non-return, or damage to library materials exceeds \$20.00, the Classroom Card and associated privileges will be suspended until the materials are returned in complete, undamaged condition, or the fees are paid in full.
8. To apply for a Classroom Card, an educator must:
  - A. Complete a *Library Card Application Z-07*.
  - B. Show proof of employment at a school geographically located within VBDL's service area. This would typically be a staff ID card, pay stub, or letter from the school's principal on school letterhead.

C. Both the educator applying for a Classroom Card and the educator's school principal must agree to the terms of this policy by signing below before a Classroom Card will be issued. The signed copy of this policy will then be scanned and stored on the educator's Classroom Card library record.

9. Van Buren District Library may suspend any Classroom Card and its associated privileges at any time for any reason.

Educator Name (Print): \_\_\_\_\_

Educator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Name (Print): \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Approved: September 27, 2022.  
Van Buren District Library Board of Trustees