

## Teacher Courtesy Card Loan Policy

All rules outlined in the "***Circulation Of Materials And Loan Periods***" and the "***Overdue, Bill for Replacement, and Damage of Material Charges***" sections of the Jean Waterloo Lenox Township Library's policy manual apply equally to teacher courtesy cards, with the following exceptions:

**Media materials:** Teacher Courtesy Cardholders may checkout media materials to be used in their classrooms. New material can be checked out at the discretion of the Jean Waterloo Lenox Township Library staff.

**Due Date Extensions:** Teacher Courtesy Cardholders will be granted a due date extension of up to one week beyond the normal checkout period. The length of this extension is made at the discretion of Jean Waterloo Lenox Township Library staff and must be issued at the time of check out.

Teacher Courtesy Cards are to be used at the issuing library **only**. Teacher Courtesy cardholders are **not** entitled to reciprocal borrowing privileges or interlibrary loans.