

Yolo County Library Teacher Card Guidelines

Yolo County Library supports the learning and academic development of children and is committed to working with schools and teachers. We are pleased to offer expanded access to library resources and services through our Teacher Card. This card is available to teachers employed at both public and private schools, and staff employed at daycares, camps, after school programs, and homeschooling parents. There are no late fees with this card.

What is a Yolo County Library Teacher Card?

The teacher card allow teachers to borrow large quantities of library materials and are exempt for overdue fines and lost/damaged item processing fees. The teacher cards allow:

- Check out of up to **50** items
- **No late fines** or replacement processing fees; lost and damaged books will still be billed.
- Requests of up to **25 items**
- **Material types**
 - Books: 21-day loan with three (3) renewals. Subject matter limits may be imposed at the discretion of the library staff based upon the information need of other library users
 - DVDs: 7-day loan with three (3) renewals. Limited to 10 items at a time
 - Learning Kits: 28-day loan for one (1) kit, non-renewable
- Access to the Library's electronic resources databases, including books, photographs, unique primary source materials about Yolo County, California, the United States and more

Teacher cards do not allow checkout of electronic devices, LINK+ items, or ZIP books. Teacher cards are for check out of materials for curriculum support or classroom use only. Teachers may use their personal card for library materials checked out for personal use.

Teacher cards will still be billed for lost and damaged books. Only the processing fee will be waived.

There is no separate application form. To receive a teacher card, complete the regular library card application and request teacher card status. The teacher's residential address will be the primary address on the library account; the school name and address will be the secondary address. The teacher can select either home or school email address.

Teacher cards have a duration of two years from the date of the application and will be renewed with proof of current teacher status.

How to get a Yolo County Library Teacher Card?

- Apply in person at your library or online.
- During the COVID library closure, please call 530-666-8005 for more information on obtaining a Teacher Card.
- Show valid photograph identification; and
- Proof of current teacher status, as follows:
 - School or childcare identification; or
 - School or childcare paystub
 - Private School Affidavit (PSA)
 - Confirmation letter of an organization

Who is responsible for charges on a Yolo County Library Teacher Card?

Teachers are personally responsible for paying replacement costs for lost or damaged items. Teacher card privileges will be suspended if any item is 45 days overdue.