Just for Teachers!

The Library District’s Teacher Library Card was created to support teachers’ unique professional needs.

The Teacher Library Card features:
• Extended check out periods on most Library materials;
• Increased hold limit to 40 items.

Qualifications and Requirements
Teachers of young children through high school students may qualify for a Teacher Library Card. All licensed day care providers, preschool teachers, parents who homeschool, and public, private, and charter school educators are welcome to apply.

Teachers must show proof of residency within the Poudre River Public Library District, which is the same geographic area as the Poudre School District.

To qualify, teachers must show proof of current teaching status using one of the following:
• School ID including photo
• Paycheck stub from school with accompanying photo ID
• Proof of employment at a school printed on school letterhead with accompanying photo ID
• Current Child Care Provider License and photo ID
• Proof of current homeschooling status, available through PSD’s Student Outreach Department. Homeschooling teachers must agree to allow PSD to release verification of homeschooling status to the Library.
• Teachers working at a school outside of the Poudre River Public Library District / Poudre School District boundary may qualify with proof of current teaching credentials at a preschool, private, charter or public school.

Teacher Library Cards are for classroom and professional support only; they are not to be used for personal borrowing.

Teacher Library Cards expire annually on September 30. Cards must be clear of fees to be renewed.

Borrowing Periods

<table>
<thead>
<tr>
<th>Item Type / Limits</th>
<th>Borrowing Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, Magazines, CDs, DVDs, and Kits</td>
<td>6 weeks</td>
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<tr>
<td>Book Club Kits</td>
<td>12 weeks</td>
</tr>
</tbody>
</table>

The Teacher Library Card may not be used to borrow items from Lucky Day, Here and Now, or Gadgets & Things collections.

Standard loan periods apply to items requested through Interlibrary Loan and Prospector.

Fees

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, Magazines, CDs, DVDs, and Kits</td>
<td>None</td>
</tr>
<tr>
<td>Lost or Damaged Materials</td>
<td>$10.00 processing plus cost of item</td>
</tr>
</tbody>
</table>

Items not returned 42 days after the due date, or returned damaged beyond repair, are the responsibility of the teacher, not the school. Replacement items are not accepted. Late accounts may be turned over to a collection agency.

Checkout and Renewal Limits

Renew materials online via “My Library Account” on the website or call (970) 221-6740 and have your Teacher Library Card number and materials available.

School-Library Liaisons

The Library District is committed to supporting literacy development for students in Poudre School District. Qualified Library staff is paired with PSD elementary, middle, and high schools to provide personalized services and partnerships. Contact the Library for more information.
**Questions?**
Call the Answer Center, 221-6740

**Library Hours**
Monday-Thursday .................. 9:00 AM - 9:00 PM
Friday .................................. 9:00 AM - 6:00 PM
Saturday .............................. 9:00 AM - 5:00 PM
Sunday .................................. Noon - 5:00 PM

**Old Town Library**
201 Peterson Street
Fort Collins, CO 80524

**Council Tree Library**
2733 Council Tree Avenue, Suite 200
Fort Collins, CO 80525

**Harmony Library**
4616 S. Shields Street
Fort Collins, CO 80526
Harmony Library is a joint-use facility of Front Range Community College and Poudre River Public Library District.

**Webster House Administration Center**
301 E. Olive Street
Fort Collins, CO 80524

**Answer Center Hours**
Monday-Thursday .................. 9:00 AM - 8:00 PM
Friday ................................. 9:00 AM - 6:00 PM
Saturday ............................. 9:00 AM - 5:00 PM
Sunday .................................. Noon - 5:00 PM

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**24/7 Library Services**

**Downloadables**
Use your Teacher Library Card to access resources including downloadable eBooks, music, movies, educational videos and audiobooks. Checkout periods for downloadable materials are the same as standard library cards, up to three weeks.

**Research**
Access databases and eResources, millions of full-text magazine and encyclopedia articles, local history, Brainfuse Homework Help, and more at PoudreLibraries.org.

**Online Account Services**
**Holds:** Most materials may be reserved by placing a hold via the website. Holds are limited to 40 items per Teacher Library Card.
**Text Alerts:** Opt in to receive a text notice if a hold is ready or materials are due. Sign in to “My Library Account” then click the “Edit Account” button.
**Online Renewals:** Renew eligible materials online via “My Library Account” on the website. Have your Teacher Library Card number ready and click on “Checkouts.”

**Interlibrary Loan / Prospector**
Request books, photocopies of magazine articles, newspapers on microfilm, and other media items not currently owned by the Library District through the Interlibrary Loan service. Fees may apply.
Click on “Prospector” on the website to access over 30 million items at over 70 regional libraries.

**Events and Programs**
Check out the online calendar link or monthly online events calendar. Printed calendars are also available at each library location.

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**Get Social with Your Library!**
Get weekly event notifications, special notices, reading ideas and more delivered to your inbox. See PoudreLibraries.org to sign up!

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**Library and Drop Box Locations**

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