



405 White Street Springfield, TN 37172

Educator Card Policies

Eligibility

- Educator Cards are free to teachers in schools located in Robertson County once the school system or umbrella organization has successfully made arrangements for the administration of the program with the library.
- To obtain an Educator Card, you must present proof of employment or association with a school in Robertson County (a website listing you as faculty is acceptable).
- **Educator Cards are only valid during the regular school year.** Extensions or exceptions may be granted by library administration for those working during summer school or for other similar circumstances.
- Educators should be aware of the Circulation and Patron Conduct Policies that apply except as outlined in this document.

Checkout

- You may check out up to **25 items per card**.
- Checkout period is three (3) weeks for books and audio books.
- Checkout period is fourteen (14) days for Blu-rays & DVDs.
- Hotspots and Museum Pass Kits cannot be checked out using a teacher card
- Items borrowed through TN Reads (Libby) do not count towards your limit and are not visible in your library account.

Overdue/ Lost Items

- Please return your borrowed items on time. Items borrowed on Educator Cards do not accumulate fines. However, consistently overdue items may result in the loss of Educator Card privileges.
- All items should be returned before extended holidays and one week before the end of the school year.
- **If the holder of an Educator Card has more than two lost or damaged items in a school year, the cardholder is subject to the loss of Educator Card privileges. Cardholders are responsible for any replacement costs associated with items that are lost or damaged.**
- **If items are not returned on time and in good condition the public library reserves the right to discuss teacher account information with the media and materials coordinator for the school system or other school system administrators as needed. Privacy of any teacher account data is not guaranteed. Items for personal use should be checked out on a personal account.**

Delivery of Requested Material

- For teachers with Robertson County Public Schools, items placed on hold through the library website can be delivered and returned through the school courier system.
- To log on to your account to place holds or renew items access the library website, click on my account, enter your entire card number as the ID and use the month and day of your birth as the PIN (Example: a May first birthday would be 0501)
- Please notify the library if you prefer to pick up holds in person so they are not delivered to Central Office before you arrive. *Using a personal library card will not result in delivery those items will need to be picked up at the library.*
- Delivery of library materials depends on the schedule of the courier. You are responsible for placing your items to be returned in the designated crate for courier pick up before they are due. Disruptions to service may occur due to holidays, inclement weather, or illness. Please consider this when planning to use library materials with your curriculum.

Board Approved 2020/ Revised 7/10/2026

(see staff for application)