Jasper Public Library
Dubois County Contractual Public Library
Application for a Teacher's Card

- In order to obtain a Teacher's Card, an individual must first have a valid Library card that is in good standing with the Jasper/Dubois Co Contractual Public Library. Teachers living outside the JDCPL area **(but teach in our library district)** may obtain a reciprocal card even if they do not live in a district that has a reciprocal agreement with us.
- The Teacher's Card will be linked to the teacher's personal library card.
- Teachers may check out collections of no more than 50 items (the total 50 items may include up to 5 DVDs and 10 audios) on their Teacher's Card for a three-week period.
- Individual DVDs (limit of 5) may be checked out for three weeks, but may not be renewed.
- Renewals may be made by phone, in person or online.
- We will continue to renew books up to 10 times unless an item is on request.
- Each teacher is responsible for any and all items checked out on their Teacher's Card, but are allowed up to two lost or damaged items per school year. The replacement cost of any additional lost or damaged items will be charged to their Teacher's Card.
- Each teacher is responsible for returning all borrowed items intact and on time.
- A Teacher's Card and their personal card privileges will be suspended until all outstanding fines over $25 on said Teacher's Card are paid and any missing or damages items beyond the one lost or damaged item per year are returned and/or paid for. Personal cards are stopped at $10.
- Each teacher is responsible for reporting a lost card.
- Each teacher is responsible for reporting any change in address, phone, school, etc.
- The Teacher's Card expires on the same schedule as the regular patron cards.
- The following items may not be checked on a Teacher's Card: Interlibrary loans; Reference materials; Genealogy materials; Microfilm or Microfiche; Newspapers.
- If applicant does not have a personal card, a personal card will also be issued and have teacher card linked to that account.

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PLEASE PRINT

Name_____ Date of Birth _____
Last, first, middle

Home address _____ Primary phone _____

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Email address _____

School_____

How would you like to receive notifications about overdue items, friendly reminders, items on hold, etc?

Circle One: Email Mail Text (If choosing text, please provide service provider here_____)

I understand and agree to the policies outlined above regarding a Teacher's Card.

Signature _____ Date _____

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Staff Initial_____ Date _____

Rev. 11/2026 JS