

**Finney County Public Library**  
**Educator Card Policy**  
**APPROVED: 5/24/2021**

**Educator Cards**

Educator Cards provide resources to educators and students. Educators are allowed to check out more materials, for a longer time period. Staff will engage with educators throughout the year in order to encourage use of the library’s services.

Educator Cards are issued for the length of the current school year, and can be renewed annually thereafter.

The following advantages may be applied to an Educator Card:

- Increase the number of checkouts to fifty (50) at a single time
- Extend the length of the checkout period to four (4) weeks with 2 Auto-Renewals
- Items continue to be renewable if there are no holds on the item
- Available to educators who work in the service area, even if they live outside the service area.
- Forgive up to two (2) lost items per year and up to \$10.00 in fines each year

Educators can be defined as public, private and charter school teachers, licensed childcare centers and homeschool educators.

**Plan to Engage with Educators**

The Educator Card will only be successful if it is properly marketed. Staff will follow a schedule for promoting the Card and the Library’s services:

<b>August</b>	Welcome educators back to work, send out card application. Pick up applications from schools if allowed, return with card. Ask educators to sign up for a library fieldtrip. Begin monthly email to educators highlighting new materials.
<b>September</b>	Drop off flyers for upcoming educator event, send monthly update.
<b>October</b>	Host educator event at the library, giving tours to educators and celebrating them with a reception.
<b>November</b>	Send monthly update highlighting appropriate titles.
<b>December</b>	Send monthly update, encouraging educators to read materials for personal enjoyment.
<b>January</b>	Welcome educators back to work, send out card application. Pick up applications from schools if allowed, return with card.

<b>February</b>	Send monthly update and recommended titles for Spring.
<b>March</b>	Offer custom book list service to educators.
<b>April/May</b>	Arrange to visit classrooms in April/May to share details on the Summer Reading Program. Use all of the connections staff have made through the year to encourage young children to visit and use the library over the summer.