



Libraries in Clackamas County (LINCC) Educator Card Policy

Educator card purpose and benefits:

- a separate card from your personal library card or your site's school card (maximum 1 educator card per person)
- allows up to 80 checkouts at a time
- allows items to be checked out for 6 weeks
- allows 1 renewal per item
- allows up to 30 holds at a time
- no overdue fines (still responsible for lost or damage charges)
- for borrowing materials to use with educating young children and K-12

To qualify for an educator card, you:

- must be a teacher working in childcare, kindergarten through twelfth grade (K-12), homeschool education, or after school programs (including but not limited to YMCA, CampFire USA, and Boys and Girls Club programs)
- must be responsible for planning and providing educational activities for youth; classified staff members such as office, cafeteria, janitorial, instructional assistants, etc. are not eligible for teacher cards
- live in Clackamas County or teach at a school located in LINCC's service area
- your personal LINCC library card must be in good standing (\$25 or less in fines)

While there are no late fines charged to your account, we expect all items to be renewed or returned by the due date. Educators are responsible for all lost and damaged items. Payment for any lost or damaged items follows the regular circulation policy. Your account will be blocked if your lost/damaged fines exceed \$25. In order to renew your card for the next school year, your account balance must be \$0.

Educator cards cannot be used to provide group access to e-books, digital audiobooks, or LINCC subscription databases; check out Lucky Day items; or request items via Interlibrary Loan (ILL). If you need a Lucky Day or ILL item for your classroom, you may check it out on your regular library card.

Educator cards will expire on June 30 annually, regardless of when in the school year you signed up for your card. To renew your card for the upcoming school year, you must visit a LINCC library location in person with your photo ID and proof of educator status after July 1.

To get a card, educators may visit any LINCC library in person and bring valid photo identification and one of the following for proof of **current** educator status:

- School or childcare identification
- School or childcare pay stub
- Letter on school or childcare letterhead from the school administrator or childcare director
- Letter of acknowledgement of homeschooling from the local Education Service District (ESD)
- Oregon State Child Care Division certification

Regular abuse of educator card privileges, such as consistently turning in items after the due date or using this card to check out items for personal use, may result in the loss of your educator card at all LINCC libraries.