5.12 Educator Library Card Policy

Richland Community Library recognizes the importance of education and seeks to share our resources and to support our local school districts, educators, and students.

Educator Library Cards are to be used for curriculum and instructional support .

The Educator Library Card entitles educators a free RCL Card regardless of their personal residence. Educators include:
- Gull Lake Community Schools educators, administrators and staff
- Teachers or staff of Preschools or Daycares within Richland Township
- Home school educators that qualify for a Resident or Reciprocal Cards

Educators must show proof of their educator status in the form of: school district identification; preschool or daycare operating license; private school identification; documentation of home school program certification; letter from current principal, or pay stub.

- Educator Library Cards are valid for one school year and must be renewed annually with proof that the card holder is still an educator. This proof must be presented in-person at Richland Community Library.
- If an educator enters the school district after the beginning of the school year, the Educator Card would be issued at that time.
- Educator Cards are void if the employee leaves GLCS District before the end of the school year. Educator Library Cards may be transitioned if an alternative card type is available.
- Up to 100 items may be checked out following normal circulation policies. RCL's fees for lost or damaged items apply.
- All available RCL materials may be checked out on the Educator Library Cards.
- Materials may be requested through MelCat (Michigan eLibrary Catalog).Interlibrary Loan items carry their own fees and checkout structure.
- The Educator Library Card allows access to RCL electronic resources, including Libby and Hoopla.

The individual educator who signs up for a card is responsible for returning library materials on time and in good condition. The educator must also maintain a good standing at Richland Community Library.

Approved August 16, 2023, Last Amended August 16, 2023