



# Classroom Card Application

## General Program Guidelines

- Classroom Cardholders can have up to 170 books checked out to their account at one time
- All Classroom Card checkouts are for 28 days (4 weeks)
- Each student may select \_\_\_ book(s) per Library visit
- All Alameda County Library cards are fine-free!
- If books are lost or damaged, they will need to be paid for. Unfortunately, we do not accept replacements.
- The teacher/cardholder will get a printout of every book checked out to the card at the end of each visit.

## Expectations for Classroom Cardholders

Please explain Library rules to students

- \_\_\_ book(s) per student
- Please keep books in the classroom so that books on the class account stay together and are easier to manage
- Treat the books kindly
- Keep books away from all liquids --they permanently damage our precious books!
- Please be respectful while visiting the Library

- Help students remember to return books in a timely manner; all books must be returned at the end of the loan period

## Helpful Tips and Info

- If you have requests for topics related to your curriculum, please help us by letting us know in advance so we can gather books from our greater Alameda County Library collection
- The books can be shared/swapped in the classroom and collectively managed. Please help remind students not to take books home, and that you are responsible for the items so they must stay in the classroom.
- Encourage students to get their own library card at their local library if they would like to take books home.
- It is at your discretion to allow students to use their own library card to checkout their own books that they may bring home. Please inform Library staff which students will be checking out on their own accounts; we will complete those checkouts at the end of each class visit.



# Classroom Card Application

Teacher/Cardholder's Name \_\_\_\_\_

Principal or Director Name \_\_\_\_\_

Name of School or Program \_\_\_\_\_

Mailing Address \_\_\_\_\_

Class Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Cardholder's Email \_\_\_\_\_

Best way to contact:  Phone  Email  Text

I read and understand the program expectations and will do my best to account for all books checked out to my Classroom Card account. In the event that books are lost or damaged, I will notify AC Library staff so we can come to a fair agreement about paying for the items, if necessary.

Signature: X \_\_\_\_\_

Date: \_\_\_\_\_

[Staff Use Only] Barcode: 211570 \_\_\_\_\_

## Help us help you!

Is there anything you'd like us to know about your school or students that might help us provide the best service?

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Is there anything specific about your curriculum that you'd like us to be aware of?

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Does your class have any favorite book series or characters (TV, book or movie)?

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