



## Teacher Library Card Information

A Teacher Card will be issued to any teacher who teaches in a school in the Niles-Maine District upon presentation of proper identification (a photo ID and verification of employment in a district school) and signing of a statement of responsibility for all delinquencies and lost or damaged items. NMDL Policy 3.04

All items checked out on a Teacher card follow the lending regulations in NMDL Policy 3.05. Items may be renewed as noted if no one is waiting. A “Special Loan” period of up to 6 weeks may be possible for NMDL items upon request at checkout.

A NMDL issued teacher card is valid only at the Niles-Maine District Library.

This card is intended for your professional use. We honor all library cards, and we will be happy to add your home library card into our database so you can check out materials for your personal use.

If you choose to allow students to take materials home that are checked out on your card, you are responsible for those items if they become lost or damaged.

Requests for materials must be received by the Youth Services Department no later than 1:00 pm on Wednesday to be delivered to the school on the following Friday. Please use the form located on our website: <https://www.nileslibrary.org/teacher-delivery-form>

The van will deliver books on Fridays and will also pick up books that are due. However, the van doesn't automatically come to all schools on Fridays--a call or email is necessary to alert us to pick up books by calling 847-663-6622 or email [kidspace@nileslibrary.org](mailto:kidspace@nileslibrary.org) by Thursday. Please have any books to be picked up in your school office by 9am on Friday.

## Teacher Library Card Information, continued

For your convenience, you may set up email or text notification of renewal notices. Three days before the due date, eligible items will auto-renew. If items do not renew at this time they may still be able to be renewed prior to the due date. Check your account or contact KidSpace for assistance.

Teacher cards can also be used on a “walk-in” visit. You may choose your own books, or you may call the Youth Services Department to ask us to put books aside for you, but please allow us at least 24-hour notice when requesting books.

When calling us at 847-663-6622 or emailing [kidspace@nileslibrary.org](mailto:kidspace@nileslibrary.org) with a request for books, we will need your teacher card number and as much information as you can give us about your request (grade level, number of books, etc.). The amount of books that we send will always depend on availability. We will call you if we are unable to fill your request. When making a delivery request, please be aware we may limit high-demand items, such as holiday books. Please use the book request form located on our website: <https://www.nileslibrary.org/teacher-delivery-form>

Your teacher card may be used to access the Library’s online databases as a single user. Our license agreement does not authorize card use on multiple computers at one time.

Your card is valid for 2 years from date of issue and will be renewed as long as you teach at a school in the library district and remain in good standing. At the beginning of each school year the school liaison librarian will verify the teacher list at your school.