

## Teacher Card Committee Recommendation

The OWLSnet Teacher Card Committee recommends that OWLSnet institute Teacher Cards, to help OWLSnet libraries promote local collections to local educators and learners.

The Committee recommends the following parameters for the new Teacher Card.

### Participation

- Libraries are not required to issue Teacher Cards. Participation is voluntary.

### Eligibility

- K-12 and K4 teachers at Wisconsin schools listed in the Wisconsin DPI [Public Schools Directory](http://dpi.wi.gov/directories.html) or [Private Schools Directory](http://dpi.wi.gov/directories.html) (at <http://dpi.wi.gov/directories.html>) are eligible to receive Teacher Cards.
  - Teachers at daycares and online schools, college professors, and individuals who teach continuing education classes or hobbies such as CPR or dance, are not eligible to receive Teacher Cards.
- Homeschooling parents are eligible to receive Teacher Cards.
- Teachers and homeschooling parents must live or work in an OWLSnet municipality.
- Teachers and homeschooling parents must live in the state of Wisconsin.
  - Libraries may choose to be more restrictive. For example, they may choose to only issue Teacher Cards to teachers who live or work in the municipality or municipalities they serve.
- Each individual is only eligible for one Teacher Card.

### Process

- In order to get a Teacher Card, the patron must first have, or obtain, a regular OWLSnet card.
  - If the patron does not already have an OWLSnet card, the library should follow the OWLSnet patron registration procedures in issuing the OWLSnet card.
- Teachers must supply their OWLSnet card and a school ID to prove eligibility.
- Homeschooling parents must supply their OWLSnet card and a copy of the homeschooling form that is sent to the state (form PI-1206) to prove eligibility.
- The library will create a card, and then link it to the patrons' regular OWLSnet card in Millennium. The issuing library will keep the teacher card at the library. The patron may check out items to the Teacher Card by presenting their regular card to the desk, and asking for their materials to be checked out on the Teacher Card.
  - To check out items to a patron's Teacher Card, the library staff will scan the patron's OWLSnet card, then click on the Linked Patrons tab to view all linked cards.
- Teacher Cards may only be used at the issuing library. They may not be used at any other agency. (Joint libraries and County libraries may honor Teacher Cards issued at any of their locations.)

- Holds can only be picked up at the issuing library.
- Teacher cards expire on June 1 of each year. Teachers may renew the cards at any time after June 1.

### Benefits

- Up to 15 holds at a time can be placed on any OWLSnet materials eligible for holds.
- Up to 75 items at a time can be checked out.
- The card is to be used for instruction-related materials. Books, magazines and audiobooks can be checked out on the card. (Videos, music, videogames, games and short loan items are not eligible for checkout or holds.)
- Items will circulate for the same amount of time as items on regular OWLSnet cards.

### Responsibilities

- If the money owed on either the Teacher Card or the regular OWLSnet card meets or exceeds \$5, the patron will not be able to check out items on either card.
- The normal fines of the circulating library will apply.
- Teachers are responsible for items checked out on Teacher Cards.