

Teacher Card Procedure

Overview

- OWLSnet libraries may issue Teacher Cards to eligible teachers and homeschooling parents.
- The Teacher Card is intended as a supplement to the patron's personal OWLSnet card, to allow the patron to borrow additional materials for instructional purposes.
- Issuing Teacher Cards is a local library decision. Libraries are not required to issue Teacher Cards.
- Teacher Cards will be accepted and stored at the issuing library only. However, county libraries, joint libraries and tribal libraries may choose to issue Teacher Cards that are accepted at any of their locations.
- When determining eligibility, libraries may choose to follow the criteria listed below, or they may use more restrictive criteria. For instance, libraries may choose to issue Teacher Cards only to individuals who live or work in the issuing library's municipality.

Eligibility

- K4 and K-12 teachers, homeschooling parents, and childcare providers who live or work in an OWLSnet municipality, and have a personal OWLSnet card in good standing are eligible to receive one OWLSnet Teacher Card.
- K4 and K-12 teachers and homeschooling parents need to supply a school ID, a copy of your PI-1206 homeschooling form, or a copy of your license or proof of employment for childcare providers.
- K4 and K-12 teachers should work at public or private schools listed in the [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>). Online schools and colleges and universities are not eligible to receive Teacher Cards. However, the institutions that these individuals work for are eligible for [Institution Cards](#).
- Teachers, Homeschooling parents, and childcare providers must live in the state of Wisconsin.

Benefits

- Up to 75 items at a time may be checked out.
- Up to 25 holds at a time may be placed on any OWLSnet materials eligible for holds.
- The card may be used to check out instruction-related materials including books, magazines, CDs, DVDs, and audiobooks. (Short loan items are not eligible for checkout on Teacher cards. Patrons are encouraged to use their personal OWLSnet cards for these items.)
- Items follow the loan rules of the lending library and circulate and renew the same as other items checked out at that library.
- Note: Teacher Cards are not eligible to use managed Internet computers. Patrons should use their personal patron cards for Internet access.

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Process

Issuing a Teacher card

1. Verify that the patron has a personal OWLSnet card in good standing. If the patron does not already have an OWLSnet card, first issue a personal OWLSnet card, following the [OWLSnet Patron Registration Procedures](#).
2. Verify that the patron does not already have a Teacher Card.
 - Click on the NOTES tab and look for any notes about having a TEACHER card.
3. Obtain appropriate identification from the patron:
 - Teachers must supply a school ID from an [eligible school](#).
 - Homeschooling parents must supply a copy of the homeschooling form sent to the state (form PI-1206).
 - Childcare providers must provide proof of employment.
4. Have the patron fill out a [Teacher Card Application](#) form.
5. Make a copy of the Teacher Card Application form. Put the scannable barcode on the original and the smaller version of the barcode on the patron copy. Keep the original for your records and give the copy to the patron.
6. In the patron's personal card, click on "Clone" and using the Teacher card patron type, complete all the following required fields:
 - Barcode
 - Name: Enter the name as FIRSTNAME (in the first name field) and TEACHER, LASTNAME (in the last name field)
 - Address (of teacher's home residence)
 - Email
 - Notice Preference: Email (Check Email Status in CARL-X)
 - Telephone
 - Birthdate
 - Municipality (of teacher's home residence)
 - County (of teacher's home residence)
7. Click on "Register" and then add in a Standard Note:
 - For teachers, add the barcode of the personal card followed by the name of their school in the following format:
TEACHER: Patron barcode 21389001234567 Emmanuel Lutheran Elementary
 - For homeschoolers, add the barcode of the personal card followed by the word "homeschool" in the following format:
TEACHER: Patron barcode 21389001234567 homeschool
 - For childcare providers, add the barcode of the personal card followed by the name of the childcare in the following format:
TEACHER: Patron barcode 21389001234567 YMCA Childcare
8. Back in the patron's personal account, add Standard Note:
 - Open the personal card
 - Go to the Notes tab and click the Notes button
 - Note type: Standard
 - Free Text: "TEACHER CARD: <barcode><name of school>"
 - The two records are now "linked" through the notes.

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Holds

Holds may be placed on anything that can be checked out by the Teacher Card, including books, magazines, CDs, DVDs, and audiobooks. Short loan materials are not eligible for holds or checkout.

Library staff should not perform an override in order to place a hold on an ineligible item. If a staff member believes that a hold is being blocked incorrectly, please contact the OWLS office, and include the patron barcode and the bibliographic record number.

Circulation

To check items out on a Teacher card, patrons should present their personal OWLSnet card at the library and ask the staff member to check out items to their Teacher card. The staff member should scan the personal card, then click on the **NOTES TAB** to find the Teacher Card.

Teacher Cards may not be used to check out short loan items. Library staff should not perform an override in order to check out an ineligible item. If a staff member believes that a checkout is being blocked incorrectly, please contact the OWLS office, and include the patron and item barcodes.

Patron Responsibilities

- If the money owed on either the Teacher Card or the personal OWLSnet card meets or exceeds \$5, the patron will not be able to check out items on either card or use managed Internet computers.
- The normal fines and loan periods of the circulating library apply.
- Patrons are responsible for items checked out on Teacher Cards.

Changing Home Agency

If a teacher moves and wants a Teacher Card at another library, the original Teacher Card should be canceled after all materials have been returned and all fines and fees have been paid. At this point, the new library may issue a Teacher Card.