

## Delaware Educator Library Card

Delaware Public Libraries are centers for learning in the community and support the efforts of educators. The educator card allows its holders to supplement their curriculum with expanded access to public library resources for children and teens.

### Educator card privileges:

- Borrow up to 99 items
- Request up to 99 items
- No fines for overdue items
- Extended loan periods
  - Books: 6 weeks (1 renewal for 6 weeks)
  - DVDs: 6 weeks (1 renewal for 6 weeks)
  - Audiobooks: 6 weeks (1 renewal for 6 weeks)
- Multiple copy request service (at participating libraries)

### Who is eligible?

Public and private K-12 school librarians, teachers, and homeschoolers who work in Delaware, including those whose residence is out-of-state.

### How does it work?

- Fill out an application form.
- Verify your identity with a current photo ID.
- Verify your home address with a current driver's license, utility bill, or equivalent that is dated or postmarked within 60 days
- Teachers and school librarians: Present proof of employment form, signed by your school's principal.
- Homeschooling parents: Provide homeschool acknowledgement document from the DDOE.
- Renew the card annually. All educator cards are valid from September 1st to August 31st; they expire on August 31<sup>st</sup> of each year.  
For renewal, present the same documents that were required to receive the card and pay all outstanding fees on both your personal and educator accounts.

*If you have overdue or missing materials fees on your personal account, you must take care of them before applying for an educator card. A personal account is not required to obtain an educator card.*

### Are there any restrictions?

- Walk-in collections, 7-day loans, and Interlibrary Loan services (ILL) are excluded.
- Overdue items must be returned before any other materials may be checked out.
- The educator card is intended for educational purposes and items checked out on this card should be for professional use. Materials for personal use are to be checked out separately on a personal account.
- The library may need to limit the number of copies of a title or the number of titles checked out on a particular subject to ensure the availability of books to all library users.
- Educators are personally responsible for all materials checked out on their account and will need to pay for lost or damaged items.

**All school libraries are invited to join the statewide Delaware Library Catalog [delawarelibraries.org](http://delawarelibraries.org), currently sharing more than 2.6 million items! Participating school libraries receive significant benefits for their users.**