



## Did You Know . . .

- Materials can be requested from pre-made themed packs or custom created to fit a specific lesson or topic.
- There are many teacher resources and reference books in our department.
- Your class is welcome to call (708-428-5127) and schedule a tour or storytime.
- We encourage Orland Park schools to use library space to exhibit artwork or special projects.
- Preschool Pages is a newsletter for preschool/daycare centers recognized by the Orland Park Public Library and is distributed seasonally, September through May.

## Youth Services Staff

### Preschool Services Coordinator

Stephanie Thomas

708-428-5137

### Head of Youth Services

Brandi Smits

708-428-5135

## Library Hours

**9 a.m.-9 p.m.**

**Monday-Friday**

**9 a.m.-5 p.m.**

**Saturday**

**1 -5 p.m.**

**Sunday**



Orland Park Public Library  
*A Natural Connection*

### Orland Park Public Library

14921 Ravinia Avenue

Orland Park, IL 60462

708 - 428 - 5127

Fax: 708 - 428 - 5187

[orlandparklibrary.org](http://orlandparklibrary.org)

[stthomas@orlandparklibrary.org](mailto:stthomas@orlandparklibrary.org)

# Preschool Teacher

# Loan Cards



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## What?

An Orland Park Teacher Loan Card will enable you to check out materials which can be used to directly benefit your students. The card is not to be used as a personal library card. The materials are for in-class use only and should not be taken home by the students.

## Who?

For the purpose of the teacher loan card policy, "school staff member" is defined as a preschool, kindergarten, or licensed day care provider who works in preschool/day care centers recognized by the Orland Park Public Library. \*

\* Licensed daycare facilities within the Village of Orland Park which service a minimum of 25 students.

## How?

Fill out the attached form and return it to the library, care of the Preschool Services Coordinator.

- Materials will be checked out for three (3) weeks. If an extended time is needed, please contact the Preschool Services Coordinator for a special loan period.
- Teacher loan cards will remain in the library. School staff members will be able to use their card by showing a valid picture ID. You will not receive a plastic card as you do for a personal library card.
- Currently library policies regarding loss, damage, and overdue periods will be in effect for materials checked out.
- The school/daycare will not be responsible for financial charges if the card is used improperly.\* In that case, the staff member using the card or materials improperly will be billed.
- Teacher loan cards cannot be used to place holds on items or to use the Interlibrary Loan Service.

\* Some examples of improper use are:

- Allowing OPPL materials to be removed from the classroom.
- Checking out items for personal use.



## Staff Request for Teacher Loan Card

I would like to request an Orland Park Public Library teacher loan card. I have read the loan card procedures and responsibilities and agree to abide by them. I understand that checked-out materials are for in-school use only. All materials that I check out on this card will be used to directly benefit the students in my class.

Name: \_\_\_\_\_

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

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Return this form to the Orland Park Public Library.

Director/Principal Signature: \_\_\_\_\_