

Teacher Courtesy Card Loan Policy

All rules outlined in the “*Circulation Of Materials And Loan Periods*” and the “*Overdue, Bill for Replacement, and Damage of Material Charges*” sections of the Lenox Township Library’s policy manual apply equally to teacher courtesy cards, with the following exceptions:

Rental DVD materials: Teacher Courtesy Cardholders are prohibited from checking out New (or Rental) DVD materials.

Due Date Extensions: Teacher Courtesy Cardholders will be granted a due date extension of up to one week beyond the normal checkout period. The length of this extension is made at the discretion of Lenox Township Library Director and must be issued at the time of check out.

Teacher Courtesy Cards are to be used at the issuing library *only*. Teacher Courtesy cardholders are *not* entitled to reciprocal borrowing privileges or interlibrary loans.