

Teacher Loan and Book Request Policy

Teacher Loan Policy:

Teachers who either work or live in the town of Lincoln may check out library materials from the Children's/Young Adult Departments for classroom use at the regular loan period of *28 days*. *All such materials are renewable and accrue no fines*. If during this period any of the materials are requested by another patron, the library reserves the right to call and request the item's return. This policy includes materials for use by Lincoln and Hanscom AFB homeschool parents. (Selected non-fiction materials from the Adult Dept. may be eligible for Teacher Loan at the discretion of the Reference Librarian).

The library requests that all teacher loan materials be returned to the Children's Room desk whenever possible and never returned through the bookdrop or to another library.

This teacher loan privilege applies only to the Lincoln Public Library and its materials and *never* includes interlibrary loan or network transfer materials.

Teacher Book Request Policy:

In order to provide equitable service to all our patrons, the library staff will take no more than three book requests at one time over the telephone or from a dropped off book list. Teachers are encouraged to phone ahead before they visit the library to request staff assistance in locating multiple materials.

**Children's Room Staff
Lincoln Public Library
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