



BALTIMORE COUNTY PUBLIC LIBRARY

Baltimore County Public Library Teacher Registration

PLEASE PRINT

Last Name: _____ First Name: _____

Middle Name: _____ Jr. / Sr. / I / II / III: _____

Home Street Address: _____ Apt #: _____

City, State, Zip: _____

Home Phone Number: _____ - _____ - _____

Cell Phone Number: _____ - _____ - _____ Cell Provider: _____

Email: _____

BCPL will contact you when requested material is available for pickup, to alert you that materials are overdue, etc.
How would you prefer to be notified?

Notification Preference (Choose One): Email** Phone (home) Phone (cell) Text

**Interested in E-Receipts? Yes No

Interested in Text Notification: Yes No

Birth Date (MM/DD/YYYY): _____ Gender: Male Female

Driver's License #: _____ (Show ID to Staff Member)

School Name: _____

School must be located in Baltimore County to be eligible

SCHOOL STAMP:

-----Do Not Write Below This Line-----

Barcode # _____

Personal Card # _____ Verify in Good Standing: _____ Associate Accounts

Patron Code: **School Loan** Expiration Date = 8/31/____ Statistical Class: **Baltimore County**
Address Check Date = 8/31/____

Staff Initials: _____ Date: _____ Entered by: _____

Purpose of the Teacher Loan Card

- To assist teachers and other educators in providing materials for the benefit of their students who live in Baltimore County.

Who Is Eligible?

- Teachers, media specialists and librarians in **Baltimore County** public and private schools, serving students through 12th grade.
- Day care centers and child care providers located in Baltimore County.
- Home school teachers working with Baltimore County Public Schools. The home school must be a Baltimore County residence.
- Employees and volunteers of Baltimore County agencies and nonprofit groups responsible for book discussion groups or groups organized for educational purposes.

(Baltimore County residents who provide these services for schools and agencies outside Baltimore County are not eligible for a teacher loan card.)

Terms of Use

- You must have a personal BCPL library card and it must be in good standing before a teacher loan card may be issued.
- Materials are to be used for the benefit of the group or the student.
- DVDs, video games, Playaways, Playaway Views, new adult fiction and 3M downloadable e-books cannot be checked out to a teacher loan card.
- Loan period is for 6 weeks with no renewals. This applies to interlibrary loan materials as well.
- No extended loan fees are charged for overdue or lost items. Replacement costs and processing fees for lost or damaged materials do apply.
- Cards **expire annually on August 31st** and **must be renewed annually beginning August 1st** for the new school year. All account issues from previous school years must be taken care of before a card can be renewed for the new school year.
- All other rules, fees and procedures apply.

To register, you will need:

- Your completed registration form.
- Verification of teaching status.
 - Registration form stamped by your Baltimore County Public School
 - OR–
 - State of Maryland Child Care Certificate
 - OR–
 - Letter on school/day care letterhead, including your name, and dated for the current school year
 - OR–
 - Annual letter from BCPS's Home Schooling Office certifying your child is being home schooled
- Valid driver's license or other acceptable ID

Bring all of these to any Baltimore County Public Library branch. For more information, please visit our website at www.bcpl.info.