

# RITTER PUBLIC LIBRARY EDUCATOR CARD APPLICATION 2024-2025

Last First Middle Initial Jr./Sr./II

Facility Street Address

City State Zip Code County 2207 School Tax Code

Work Phone Ext. Work Email

Personal Phone Educator ID Number

(Select one) I would like to receive automated notifications by  
Text Email Phone

I would like my checkout history enabled.

I would like to opt out of receiving emails from Ritter Public Library.

I would like to opt out of receiving text messages from Ritter Public Library.

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I verify the information above is true and correct, received and understand the policy regarding Educator Cards, agree to observe all lending policies related to the card for the duration of use, will notify the library immediately of loss or theft of this card, and understand only required personal information to obtain a library card is being collected and such information is necessary and is accessible by all CLEVNET member libraries.

Applicant Signature

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## LIBRARY USE ONLY

**LIBRARY CARD ID # 28085000**

**Card Expiration: June 30, 2025**

**Staff Initials**

**Today's Date**

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## Eligibility

- Vermilion Local School District (VLSD) facilities; licensed child-care centers; parochial institutions Within the Ritter Public Library (RPL) service area (VLSD)
- A valid educator ID or state/government issued ID;
- A signed letter from the school principal, superintendent, or administrator.

## Card Use

- 75 item maximum
- 30-day lending period
- Items with no other patrons waiting may be renewed for an additional 30-days
- Items from other CLEVNET libraries may be requested, but loan periods may vary
- Replacement cards - \$1.00
- Cards must be in good standing to renew
- Materials to be utilized for in-class use only
- Personal use is prohibited, and students/educators may not remove the materials from the classroom/institution
- Educator privileges do not extend to digital materials

## Fines/Fees:

- Materials owned by RPL do not accrue fees if returned late
- Items borrowed from other CLEVNET libraries may accrue fees

### ***Damaged items***

- Items unreturned following the end of the lending period are considered lost and a replacement cost will be attached to the card
- Fees assessed for damaged materials may include minor repair to the item or packaging, rebinding of books, or actual item replacement
- All charges are attached to the borrower's educator card record until paid

### ***Billing***

- RPL may forgive fees and damages on, up to but not exceeding, three (3) items
- Only items owned by RPL are eligible for forgiveness
- Cardholder assumes responsibility for notifying RPL staff if they have fees or damages in need of forgiveness
- Additional fines and fees are billed directly to the educational institution