



Webster Plaza, 980 Ridge Road, Webster, NY 14580  
www.websterlibrary.org 585-872-7075

## EXTENDED LOAN PROCEDURES FOR TEACHERS AND HOME SCHOOLING PARENTS

- A **maximum of 6 books** (various subjects) may be borrowed for a **6-week loan**. No renewals allowed on the 6-week loan items. Additional books may be borrowed for the regular 3-week loan period.
- **Nonfiction books** for units on specific genres or time periods (e.g., biographies, Great Depression, earth science, variety of Indian tribes) will be **limited to 20 titles** total for a regular 3-week loan period.
- This privilege applies only to books required for **curriculum needs**.
- The following items may ***not*** be included in extended loans: holiday books and videos (tapes or DVDs).
- There are no restrictions on the number of homeschooling kits or CD-ROMs borrowed at one time. Regular circulation policies apply to these items.
- **Only Webster Public Library items** may be borrowed on extended loan.
- No extended loans will be given on students' or children's cards.
- Bulk loans are available for 3 weeks to **nursery schools and day care centers** using the group's Organization Library Card (see separate Organizational Card Application Form available at the Reference Desk). Bulk loans are limited to 30 fiction or picture books titles for these organizations.

**PLEASE TEAR OFF LOWER PORTION OF THIS FORM, AND GIVE IT TO THE CLERK AT THE CIRCULATION DESK. KEEP THE UPPER PORTION OF THIS FORM FOR YOUR OWN INFORMATION.**

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### Teachers/Parents:

If you would like to have a notation added to your record in the library's computer that will allow you to take extended loans without receiving special permission each time you visit the library, please sign below. This permission is valid for only one school year (September – August) and must be renewed each September as needed.

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

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Library Card Number \_\_\_\_\_

**CLERICAL STAFF: PLEASE GIVE THIS FORM TO KAREN CHAUVIN.**