

Bulk Loans to Schools Policy

1. All Nebraska City schools are entitled to borrow a collection of library materials from the Morton-James Public Library.
2. Book collections will be loaned to Nebraska City public, parochial, and private schools. Each school must apply for their individual library card, to be used by all of their teachers. School library cards will be issued annually for the school year. At the beginning of each school year the library will contact the school administration for a list of current staff eligible to use school card. No library card is needed at check out. Library staff will verify eligibility of school personnel against the computer list at time of check out.
3. The loan collection will be comprised of fifty (50) or less books, for a two (2) week period. Books may be renewed for another two (2) weeks.
4. The selecting of the books is the responsibility of the teacher. The teacher is aware of the curriculum being studied and what materials are needed. The teacher may also pick out books the students can read for their enjoyment, or the students may find their own books under his or her guidance.
5. This service is offered as a means of promoting the use of the library. This is seen as a very basic service that could be developed into a reference and advisory service at the request of the school.
6. This policy refers only to groups of books loaned as a collection and does not apply to requests on individual or family library cards.
7. All books loaned will be the responsibility of the school and the fine policy of the Morton-James Public Library applies to this collection.
8. Local classrooms requesting special services may make an appointment if requiring a librarian for library instructions, films or other time consuming help.

Adopted November 9, 2016