



Features of the *AWPL Teacher Card* include:

- No fees for late returns checked out on your *AWPL Teacher Card*. Replacement costs will be charged for material not returned.
- Borrow up to 49 items from AWPL. See list for AWPL items that can be borrowed and those that are excluded.
- Renew material in person by phone, not online.
- Teacher cards kept conveniently at the Library at Children's Desk for preschool through 5th grade, and at the Help Desk for 6th grade through 12th grade.

What may I borrow with my *AWPL Teacher Card*?

- Books, including new adult non-fiction
- Music CDs
- Books on CD
- DIY Kits
- Non-fiction DVDs and regular feature DVDs

What items are not eligible to check out with my *AWPL Teacher Card*?

- New DVDs
- Video Games
- Storytime Totes
- Express and New Adult Fiction
- Any items from other RCLS Libraries



ALBERT WISNER PUBLIC LIBRARY

One McFarland Drive, Warwick, NY 10990

AWPL BOARD OF TRUSTEES

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Rosemary Cooper, *Library Director*

Phone: 845-986-1047

Fax: 845-987-1228

Email: warref@rcls.org (help desk)
warcirc@rcls.org (circulation)

Web: www.albertwisnerlibrary.org

Twitter: @AlbertWisnerLib

Facebook: Albert Wisner Public Library

VISIT THE LIBRARY

Bring your class to the Library.
Call today to schedule a visit tailored
especially to your class needs.

Call 845-986-1047,
Ext. 4 for Preschool - Fifth Grade
Ext. 3 for Fifth Grade - High School

LIBRARY HOURS

Mon. - Thur.: 9am-8pm

Friday: 9am-7pm

Saturday: 9am-5pm

Sunday: 12 noon-4pm

Albert Wisner Public Library

Teacher Cards



Albert Wisner Public Library (AWPL) Teacher Card makes it easier for teachers from public and private schools in our library district to check out materials from the AWPL for use in their classrooms.

Use your **AWPL Teacher Card** to borrow AWPL materials for *28 days or longer* with no overdue fines. See below for details and exceptions.

Who is eligible to apply for an AWPL Teacher Card?

- You must teach in a public or private school in the Albert Wisner Public Library District. (The same geographic boundaries as the Warwick Valley Central School District.)
- You must have a valid RCLS Library Card. If you live outside the RCLS district, we will issue you a free personal card for use only at the Albert Wisner Public Library. This card will expire with your teacher card at the end of the school year but can be renewed with your teacher card at the start of the next school year.
- Your personal RCLS Library Card must be in good standing when you apply for an *AWPL Teacher Card*.

How does a teacher apply for an AWPL Teacher Card?

- At the beginning of each school year, AWPL will distribute teacher applications to each school in its library district. Teachers must complete this form and bring it to the Front desk with acceptable teacher identification to apply for an *AWPL Teacher Card*.
- At other times, apply at the Library by bringing acceptable teacher identification to the Front Desk.

What is acceptable teacher identification?

- A current school-issued photo ID or a recent letter on school letterhead confirming employment and your current RCLS Library Card.
- If you live within the RCLS service area (all of Orange, Rockland, Sullivan, with parts of Ulster counties) you will need to get a personal card at your home library before applying for an *AWPL Teacher Card*.
- If you live out of state, we will issue you a personal Warwick Only card to be used only for checking out material at the Albert Wisner Public Library only. Bring your state issued ID with current address and apply at the Front Desk at the Library. This card will expire on June 30th of the school year with your teacher card.
- If you live in our library district and do not have a personal card, bring your NYS Photo ID, such as a driver's license, with a current street address so that we may issue you a RCLS personal library card.

How do I use my AWPL Teacher Card?

- Your card will be kept at the Children's Desk on the lower level if you are a preschool through 5th grade teacher and at the Help Desk on the main floor if you are a 6th through 12th grade teacher.
- Bring the material that you will be using in your classroom to the desk where your card is kept.
- If you are checking out material for your personal use at the same time, be sure to check it out separately, on your RCLS Library Card.

How long may I keep materials borrowed on my AWPL Teacher Card?

- All eligible material may be borrowed for 28 days. Due dates will be adjusted at either the Children's or Help Desks.

May I renew material checked out on my AWPL Teacher Card online?

- No, your *AWPL Teacher Card* is a separate service for Teachers in our district and the RCLS online system is not designed to accommodate its use. However you may call or stop by the Library to renew your material.

May I continue to use my AWPL Teacher Card if I have overdue items on it?

- You must return or renew all overdue material on your card before checking out more material.

May I borrow or place holds on items from other RCLS Libraries with my AWPL Teacher Card?

- No. Each library in RCLS has separate rules for borrowing. Your home library may have special provisions for teachers, but you must check with them for details. You, however, may use your personal RCLS card to borrow items and place holds on material from other RCLS Libraries.

Does my AWPL Teacher Card expire?

- Yes, your *AWPL Teacher Card* is good for the school year only. It expires on June 30th but may be renewed again at the beginning of the school year.
- You may renew your *AWPL Teacher Card* at the beginning of the new school year with teacher identification. Your current *AWPL Teacher Card* must be clear of overdue books and replacement costs to apply for a new card.

Who do I call if I have a problem or question regarding my AWPL Teacher Card or have any question about how to use Library materials and services as a teacher?

- If you are a teacher in preschool through 5th grade, please call the Children's desk at 986-1047, extension 4.
- If you are a teacher in 6th through 12th grade, please call the Help Desk at 986-1047, ext.3.
- Don't hesitate to call for help with library materials and services!