



Milton-Union Public Library

(937) 698-5515

Teacher's Collection

Today's Date: _____

Teacher's Name: _____

School: _____

Phone#: _____

Grade Level: _____

Number of Items: _____

Pickup Date: _____

Delivery Date: _____

Fiction? _____

Nonfiction? _____

Videos? _____

Read-Alongs/Audios? _____

Authors: _____

Subjects: _____

Notes: _____

Guidelines:

1. You will need a valid Milton-Union Library card that has been issued in your name.
2. Be sure to ask specifically for a "Teacher's Collection."
3. Please give 1-2 week's advance notice if you require a collection of 10 or more items especially if items are requested from other libraries. Seasonal items, such as Christmas books, should be requested as soon as possible to ensure availability.
4. Items in a "Teacher's Collection" may be checked out for the following time periods:

Books	28 days
Read Alongs/Audios	14 days
Videos	7 days unless other arrangements are made when the video is checked out
5. Items in a "Teacher's Collection" may be renewed up to two times by telephone, in person, or online. If an item is requested by another patron, renewal will not be possible, and you must return the item.
6. A "Teacher's Collection" is exempt from overdue fines, but overdue notices are automatically mailed as a reminder.
7. Though teachers do not pay overdue fines, they are responsible for the replacement cost of items considered lost by our system. If an item is damaged, teachers are responsible for the replacement cost of the item.

Library hours are 10 a.m.-8 p.m. Monday-Thursday and 9 a.m. – 5 p.m. on Friday and Saturday. The library is closed on Sunday.