

ROPL Company/School Card Information

Teachers in the Royal Oak School District and employees of Royal Oak businesses are provided borrowing privileges at the Royal Oak Public Library (ROPL) and do not have to live in Royal Oak to take advantage of this benefit.

5.11 Registration:

D. Company/School Library Cards

The library will issue cards to employees of companies or schools that are resident in the city of Royal Oak. In addition to personal identification as outlined above, the employee (or business owner) must present proof (signed by the business owner or school administration) that they are working within the city boundaries. Registration must be renewed annually. The registered user is personally responsible for materials borrowed on this card or for other uses of this card.

E. Teachers working in K-12 schools located in the City of Royal Oak will be issued cards allowing 9-week borrowing privileges for print materials that are to be used for their curriculum needs. Non-resident teachers register as above. "Express Reads" restricted loan materials are not available under this policy.

*For School Library Cards, materials may be kept for longer than the usual loan periods, assuming they might be needed for curricular or classroom development. The current extended loan periods are as follows:

<i>Material</i>	<i>Extended Loan Period</i>	<i>Usual Loan Period</i>	<i># Renewals Allowed</i>
Magazines	9 weeks	3 weeks	0
Adult/YA/Juvenile Books (including large print and paperbacks)	9 weeks	3 weeks	0

All other material loan periods and renewal limits are the same as those for all ROPL resident patrons. All usual fines and materials replacement fees will also apply.

Registration information for Circulation Staff:

Cardholders from other TLN Libraries may not have two cards in the system-anyone wishing to use this privilege must switch to the ROPL Card.

Teacher Card- Type: Institution; Local User Type: TEACHER

Company Card- Type: General User – Ultra Low – 1yr; Local User Type: NONRESBUS

Home Library – ROAK, Municipality is where they pay taxes.

The Business address should go in the Secondary Address field.

(Shred applications after registration)

ROPL Company/School Library Card Registration

The registered user is personally responsible for materials borrowed on this card or for other uses of this card.

Name: _____

Address: _____

City: _____

Phone: _____

Check one:

- I acknowledge that I am an employee of a **business** located in the city of Royal Oak
- I acknowledge that I am a **teacher** in the Royal Oak School District

Signature

Date

I verify that the above named person is employed in the City of Royal Oak.

Business Owner / Administrator Signature

Date

Business Owner or Administrator Printed Name

Business/School Address and Phone Number

Please bring this completed form and your valid photo ID with you when you come to borrow materials from the library.

You will be issued a library card valid for one year.