

HANDOUT FOR WESTFORD TEACHERS TO OBTAIN A TEACHER CARD

ELIGIBLE TEACHERS

School teachers employed by the Westford Public School System, the Nashoba Valley Technical High School, Westford pre-schools and Home Schools are provided additional library services in support of educational curriculum and assignments.

TEACHER CARDS

The teacher card entitles the holder to:

- Assistance from professional staff in the Youth and Adult Information Services Division
- Visits from the Library Bookmobile, and
- Waiving of the \$1.00 fee for videos used for educational purposes.

TO APPLY FOR THIS CARD

- Teachers must complete both an application form and registration form available at the Main Desk. After the application form is signed by both the teacher and principal of the school or the Home school proprietor, the teacher may return with the card to the Main desk where the registration will be completed.
- The large card is kept on file at the Main desk and must be requested each time it is used; teachers may keep the key tag card. Only the person/teacher named on the card may use the card.
- Interlibrary loans, per MVLC policy are available via a personal library card only. If a teacher's personal card is not part of the MVLC Consortium, the staff of the J.V. Fletcher Library will add said Teacher's (in-state residents only) card into the MVLC system. Please note only Library cards with a 14 digit barcode will be recognized by the MVLC system.

SCHOOL COORDINATORS

For deposit collections, class visits, assignment alerts, books and/or video requests, teachers may contact the Youth Services desk at 978-399-2303 or e-mail Assignment Alerts by going to www.westfordlibrary.org, selecting Youth Services and clicking on Assignment Alert beside the Youth Services link.

Pre-schools, day care centers and kindergartens may request routine Bookmobile visits from the Bookmobile Branch Manager by contacting the J. V. Fletcher Library at 978-399-2300.

Any teacher may request a tour of the Library or a brief workshop on use of library resources.

