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**Subject:** Educator Services  
**Effective:** February 2010  
**Revised:** *January 2015; April 2022*

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### 1.0 PURPOSE

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The purpose of this policy is to explain the educator library card and other services that public libraries may offer to educators.

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### 2.0 APPLICATION

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New Brunswick Public Library Service (NBPLS) and educators.

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### 3.0 DEFINITIONS

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“Educator” means anyone engaged in teaching. Examples can include, but are not limited to: school teacher, teacher’s aide, school library staff, student teacher, day care worker, college/university professor, literacy tutor, home schooling parent, Elder.

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### 4.0 LEGAL AUTHORITY

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[New Brunswick Public Libraries Act.](#)

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### 5.0 GOALS / PRINCIPLES

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New Brunswick public libraries offer collections, services and programs that foster literacy, education and lifelong learning. Educators are encouraged to use public libraries as an educational resource for their pupils.

Materials borrowed under the educator library card are intended for the teaching venue (e.g. classroom). Students wanting to borrow materials to read at home should be encouraged to borrow directly from their library.

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### 6.0 REQUIREMENTS / STANDARDS

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#### 6.1 EDUCATOR LIBRARY CARD

- Educators may borrow materials held by any public library in the province by registering for an educator library card at their local public library.
- Self identification as an educator is sufficient and no other proof of that status is required. However, if an educator has not yet obtained a personal library card, the standard procedure for obtaining a library card will be followed before an educator library card is provided.

- The maximum number of items that can be on loan under an educator library card is 150 items. Depending on local collections, however, a restriction on the number of items borrowed per subject may be imposed at the discretion of the library.
- The loan period is six weeks, when material is borrowed from libraries, with one renewal.
- Educators will be charged replacement costs when materials are not returned.
- Educator library cards are valid until September 1<sup>st</sup> of each year.

## 6.2 RESPONSIBILITIES

- Library staff are responsible for:
  - Following circulation policies and procedures set out in the NBPLS *Circulation Services Manual* for educator cards;
  - Informing educators of circulation policies relating to the educator library cards, e.g. maximum number of books, length of loan and fees;
  - Providing reader's advisory and research help.
- Educators are responsible for:
  - Visiting the library to select and borrow materials;
  - Accepting financial responsibility for repair or replacement of damaged or lost materials (if educators do not wish to be held responsible for any fees, they must make arrangements with their supervisor to have the educational facility pay for or replace any damaged or missing items);
  - Using the educator library card for educational purposes only, and their personal library card for other borrowing;
  - Restricting the use of the materials to the teaching venue and encouraging students to obtain a personal library card to borrow materials for home use;
  - Returning materials to the library on or before the due date;
  - Following circulation policies.

## 6.3 SERVICES

As resources permit, services, including but not limited to the following, may be offered by public libraries:

- Class visits
- Book talks
- Research skills workshops
- Programs such as story time and book clubs
- Material lists by subject
- Research help

- Guided library tours

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**7.0 GUIDELINES / RECOMMENDATIONS**

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None.

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**8.0 REGIONAL GUIDELINES AND PROCEDURES**

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In consultation with the Provincial Office, Regional Directors may develop additional guidelines and procedures consistent with and necessary to support this policy.

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**9.0 REFERENCES**

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New Brunswick Public Libraries Act. (<http://laws.gnb.ca/en/browsetitle>).

***Related NBPLS Policies:***

New Brunswick Public Library Service. Policy 1061 – Outreach Services.

New Brunswick Public Library Service. Policy 1079 – Collection Deposit Service.

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**10.0 CONTACTS FOR MORE INFORMATION**

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NBPLS Provincial Office, (506) 453-2354