



# Shared System

## Educator Cards

### For teachers:

All teachers in Shared System schools are **eligible** for two library cards, one personal, and one for classroom use.

**Context:** Many teachers “max out” their personal library cards on books for classroom use

**And also:** all teachers who teach in Marion County but live outside of Marion County are eligible for a personal IndyPL library card.

**Why it matters:** Educator cards have an extended loan period of 90 days, about the length of a unit. Teachers can **request books from any library** in the Shared System or from any of the 25 Indianapolis Public Library locations at [indypl.org](http://indypl.org).

**Yes, but:** Educator cards may be used to **check out** materials only from the school library.

**And** students can take educator card books home **IF** they check them out on their own card at school.

**Context:** Teachers can request a variety of books to supplement instruction at a variety of reading levels so they can differentiate instruction.

**And also:** Teachers can request materials on their personal card and have them delivered to the school library for convenience.

**The big picture:** Educator cards enrich instruction and save time and money.

**The bottom line:** Educator cards save taxpayers money, too!

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### For school library staff:

All **educator cards** must have a **real name and a real birthdate**. Address, phone # and email address should all be from the school.

**Patron Code:** Shared System Room card (Educator cards were formerly known as “school room cards.”)

**Stat Class:** SS Staff

**Multiple copies:** Follow directions in your manual or on WeShare to request multiple copies on an educator card.

**Supplemental materials:** Make sure the teacher knows how to use the catalog to find books on the topic, sort by publications date, and use the list search feature to see recommended titles

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### For public library staff:

Teachers may **request materials** with their educator card at your location, but the pickup location must be the school library. Educator cards will not work at a branch to check out books.

Teachers may borrow materials with their personal card, then have the library staff at school check them out on the educator card.