

## 25 Things You Can Do @your library

1. Check out the latest publications in the field of education.
2. Review the state-adopted instructional materials.
3. Access the library catalog and website anytime – anywhere.
4. Find big books in both English and Spanish.
5. Make a bulletin board for your classroom.
6. Learn more about *MyEdZone*, education's premier portal.
7. Read the latest magazines and newsletters.
8. Check out literature books and DVDs.
9. Get wireless access.
10. Create a project for your students.
11. Search for field trip ideas using the Educational Resources Directory.
12. Pick up a bestseller to read.
13. Schedule your next school meeting here in the library.
14. Use *The Education Engine*, a custom-designed search engine for education-related resources on the web.
15. Attend a school library training workshop.
16. Use the Internet to check your email.
17. See the best resources for preschool children.
18. View the professional development multimedia collection.
19. Find parenting books and DVDs.
20. Check out the California frameworks and content standards.
21. Get WebLinks on education-related topics.
22. Search for articles and grants using the library's databases.
23. Connect with other people who are interested in education.
24. Find a quiet spot, curl up with a book and enjoy.
25. Discover Education's One-Stop Shop @your library.



## Library Card Policies



1290 Ridder Park Drive

San Jose, CA 95131

(408) 453-6800

[www.sccoe.org/depts/library](http://www.sccoe.org/depts/library)

## Your Library Card

Any resident of Santa Clara County (and neighboring counties) may apply for a library card. Materials checked out on your card are your responsibility. For your own protection, do not lend your library card. Inform the Library immediately if it is lost or stolen.

**NEW BORROWER LIMIT:** A first-time borrower may check out no more than 3 items. On subsequent visits, you may check out up to 8 items.

The Santa Clara County Office of Education recognizes our responsibility to protect each individual's right to privacy. California Law assures confidentiality of registration and circulation records. Questions asked, materials read, and information supplied at registration are all confidential.

## Loan Periods

- ◆ 4 weeks for books, multimedia, literature, preschool materials, big books, and parent materials.
- ◆ 2 weeks for periodicals.

All items may be renewed twice, if no requests are pending. After the second renewal, the item must be returned to the shelf before the same borrower can check it out again.

Renewals may be made online, in person, or by phone.

Materials returned on time and in good condition are free!

## Care of Library Materials

All items which are taken out of the library must be checked out. It is illegal to remove an item from the library without first checking it out. (California Penal Code 490.5).

Books should be returned in the condition in which they were checked out. If they are returned with major damage (e.g. wet from water or drink damage, marks from pens or crayons, chewed by a dog, etc.), you will be asked to pay the original cost of the book plus a processing fee.

## Lost Material Policy

An overdue item is declared lost 3 months after its due date and the cost of the item and a non-refundable processing fee is charged to your account.

You are responsible for reporting a billed item which you believe you have returned. The Library will search for the item and if it is found, it will be removed from your account, including all charges. If the item is not found, the cost will remain on your account.

If a lost item is recovered in good condition within 6 months of due date, the cost of the item is waived.

A lost item recovered 6 months after the due date is no longer eligible for a refund. The item's record will have been deleted from the catalog and the replacement process started. The librarian may accept a replacement copy of an item even after the 6 months limit if it is of special value to the collection. Please feel free to inquire.