

## HANDOUT FOR WESTFORD TEACHERS TO OBTAIN ADDITIONAL FLETCHER LIBRARY SERVICES

### 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

Teachers are entitled to a Teacher Library Card to be kept on file at the library and the accompanying key tag card.

### TEACHER CARDS

This card entitles the holder to:

- an extended loan period of three additional weeks, on books or deposit collections for Westford items

### TO APPLY FOR THIS CARD

- Teachers must fill out a special application form available at the J. V. Fletcher Library Main Desk.
- This form must be signed *by both the teacher and the principal of the school or the Home School proprietor* and returned to the library.
- 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 named on the card may use the card.

### SCHOOL COORDINATORS

- For teacher cards, deposit collections, class visits, assignment alerts, books and/or video requests, call:
  - the Head of Youth Services at 978-399-2302
  - the Young Adult Specialist at 978-399-2302, or
  - the Head of Information and Reference Services at 978-399-2309
- Teachers may e-mail Assignment Alerts by going to [www.westfordlibrary.org](http://www.westfordlibrary.org), selecting Services and clicking on Assignment Alert beside the Youth Services link.
- Any teacher may request a tour of the Library or a brief workshop on use of library resources or databases.