

Teacher Book Bag Policy

In order for a teacher to be eligible for the Teacher Book Bag program, they must teach at a school located within the Watertown city limits. The only exception are those that are already using the Book Bag program and do not teach in Watertown.

Upon application, a teacher/school card will be issued to each teacher wishing to use the service. The teacher will be asked to sign for their own card and will be held responsible for all materials checked out on it. The school card can only be used for book bag collections and remains in the Children's Room. Teachers whose school cards from last year are in good standing do not need to fill out a new application.

The Book Bag requests can only be filled using books from the Watertown Public Library collection. This is a system wide policy and is enforced here at the Watertown Public Library. There is a maximum limit of 30 books per request.

To order book bags, teachers may contact the library to provide their specific needs, grade level, and want date. Please provide a minimum two week notice for each request.

Fines are charged and administered according to library policy. The checkout period is 4 weeks.

Teachers pick their bags up in the Children's Room and do not need to stop at the Circulation Desk to check them out. Return bags are simply dropped off at the Circulation Desk.

We will provide only 5 books on seasonal and popular topics. Those requesting only one topic, will get only get 5 books on that topic. When providing your requests, it is best to list 2 to 3 topics for each book bag.

Bags which consist of only 5-10 books will be filled with age-appropriate general interest books. If teachers do not wish to receive these additional books, please let us know via email and we will only supply the requested topic(s).

If we are not able to provide all of the books on our list, we will check the system to see if they are available from other libraries. If they are, we will notify teachers of that availability and will instruct them on how they can check them out on their personal cards.

Approved February 11, 2016