

# APPLICATION FOR TEACHER'S COLLECTIONS

Foothills Library 19055  
N. 57th Ave.  
Glendale, AZ 85308

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Heroes Regional  
Park Library  
6075 N. 83rd Ave.  
Glendale, AZ 85303

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Main Library  
5959 W. Brown St.  
Glendale, AZ 85302

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Velma Teague Library  
7010 N. 58th Ave.  
Glendale, AZ 85301

**DEFINITION:** A teacher's collection is a selection of materials loaned to teachers or home educators for one month to supplement other library materials and resources.

**BOOK SELECTION:** Materials may be selected by Youth Department staff. Selection will be influenced by library holdings and library patron needs – OR – Users may select their own materials; check with Youth staff for further details.

**LOAN RESTRICTIONS:** Users will be limited to one staff-selected collection of 35 materials per month. No popular DVDs. Renewals are only at the discretion of the Youth Services staff.

**CHECK OUT PROCEDURE:** Collections are checked out by Youth Department staff. Collections are available for pick up at the requested library. As a courtesy, please return the materials at the library from which you checked out the collection.

**USER'S RESPONSIBILITY:** Requests for collections must be made at least **two weeks** in advance of pick-up. The teacher should call the library two weeks before the due date if they want another collection when the previous one is returned. Users are responsible for prompt return of all materials borrowed. Payment is required for all lost or damaged materials. Users are subject to normal library overdue procedures including the use of a collection agency when appropriate. These special privileges are only on teacher collections and are not available for a user's personal library card.

**TO REQUEST A COLLECTION:** Please email [YouthLibrarian@glendaleaz.com](mailto:YouthLibrarian@glendaleaz.com); or visit <http://bit.ly/gplazteachers> to fill out the online request form or call 623-930-3600 and select your desired branch from the menu.

Teacher:		Home Address:	
City:	Zip:	E-mail:	
School:		Date of Birth:	
School Address:		City:	Zip:
Home Phone:		Work Phone:	
Signature:		Date:	
Staff Use Only	Youth Staff:	Date Received:	



[www.glendaleazlibrary.com](http://www.glendaleazlibrary.com) • 623-930-3600

Glendale Public Library is a division of the City of Glendale Community Services Department.