



EDUCATIONAL INSTITUTION CARD

Welcome! We look forward to serving your information and entertainment needs for many years to come. Below are some guidelines to make your library visits more enjoyable and productive.

Your card is welcomed at all 25 locations of the Tulsa City-County Library. You may check out and return items to all locations with the exception of the Genealogy Center.

Elementary, middle and high schools as well as day-care centers located in Tulsa County or within the city limits of Tulsa, Bixby, Broken Arrow, Collinsville, Glenpool, Jenks, Owasso, Sand Springs, Sperry or Skiatook are eligible for educational institution cards. The card is issued in the name of the institution to allow for classroom use of library materials.

Multiple cards may be issued to an institution with proper authorization.

This card is for classroom purposes only, not for personal use. **Guidelines:**

- 1 Teachers/child-care leaders must show verification of employment.
- 2 Educational institution cards expire Aug. 1 of each year. Cards may be renewed with updated verification of employment.
- 3 Materials (except videos and DVDs) are checked out for 42 days but may not be renewed.
- 4 Fines are charged at the same rate as for regular cards.
- 5 The teacher/child-care leader assumes responsibility for charges on this card in the name of the institution.

Librarians may impose a two-item limit for designated subject areas in high demand.

Track your account with Library Elf. Register at www.libraryelf.org/?lib=Tulsa to manage your checked-out items and on-hold materials via e-mail, RSS or cell-phone text alerts.

Maps of Tulsa City-County Library locations are available at www.tulsalibrary.org/maps.

APPLICATION FOR AN EDUCATIONAL INSTITUTION CARD

Please complete the following form. Show photo identification with proof of employment and current mailing address.
ALL INFORMATION IS CONFIDENTIAL.



400 Civic Center
Tulsa, OK 74103-3830
918.549.7323

INSTITUTION INFORMATION

Name of Institution: _____

Address of Institution: _____

City: _____ State: _____ Zip Code: _____

Work Telephone: _____ Work E-mail Address: _____

I wish to be notified of available and overdue items by: E-mail Telephone

TEACHER INFORMATION

Last Name: _____ First Name: _____ Middle Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Home E-mail Address: _____

I agree to accept responsibility for all materials borrowed to the educational institution's card and to notify the library immediately if the card is lost or stolen.

Teacher's Signature: _____ Date: _____

STAFF USE ONLY

Assigned Card Number: 22345 _____ Staff/Branch: _____

*** Keep on file for one year ***



YOUTH SERVICES DEPARTMENT

Tulsa City-County Library supports educators by offering resources, materials, year-round activities and collaboration opportunities. To learn more about these programs and resources, visit us online at www.tulsalibrary.org or contact the teen or children's library staff at any of our locations.

BOOKS TO TREASURE • Every fall in November, Tulsa City-County Library celebrates the beauty of children's literature with a presentation by a guest illustrator. Also, TCCL distributes books by the featured illustrator and specially designed library cards to second-graders in Tulsa County.

EVERY CHILD READY TO READ • This early literacy initiative developed by the Public Library Association provides the research and tools needed to introduce early literacy skills for newborns to 5-year-olds.

SUMMER READING PROGRAM • Children and teens earn prizes for visiting the library and reading books they enjoy. All students are encouraged to participate in the program, which runs annually May through July.

TCCL KIDS & TEEN 24/7 WEB SITES • These Web sites – kids.tulsalibrary.org and teens.tulsalibrary.org – highlight and promote age-appropriate library and local services/programs. Content is monitored and updated by staff members.

TEEN READ MONTH • This annual national literacy initiative developed by the Young Adult Library Services Association encourages teens to "Read for the fun of it!" Each October, teens can look forward to a signature event, having their overdue fines waived one time and obtaining a specially designed library card.

YOUNG PEOPLE'S CREATIVE WRITING CONTEST
This contest features four different writing categories and cash prizes for youth ages 10-18. Entries are accepted every May, and teachers are encouraged to work with their students on submissions. The Anne V. Zarrow Award-winning author is the featured guest at the awards ceremony in August.

CALL AskUs Hotline: 918.549.7323
TEXT AskTCCL: 66746