



Guidelines for School Accounts

- ❖ Teacher name must be on the approved list provided by the school
 - ❖ Photo ID is required to check out to the school account.
 - ❖ Messenger staff request two days' notice to fill teacher requests. If we are not able to fill with requested topics, we can fill-in with fiction.
 - ❖ Teachers may visit the library and choose their own materials.
 - ❖ Only Messenger-owned items are available to check out on the school account.
 - ❖ The loan period for books checked out on the school account is 8 weeks with no renewals. DVDs may be checked out for 2 weeks with no renewals.
 - ❖ Bills for lost/damaged materials and fees will be sent to the head of the school for payment to the Messenger Public Library.
 - ❖ All items will be due by May 10th. * The head of the school should contact the circulation department, 630-896-0240 to extend School Account privileges over the summer
- *Exceptions may be made for year round schools or schools in session for summer only.