

### Will items be available for assignments during a library visit?

Carnegie Library of Pittsburgh welcomes the opportunity to assist students with assignments and research projects. We recommend that you notify the library that you plan to visit one week before the visit. This allows staff to locate grade-appropriate materials from the shelves, as well as to order supplemental materials from other locations. We also suggest that you verify that grade-appropriate materials are available to support students' needs before independent assignments are given.

### How do I obtain cards for my students?

Library cards are free to Allegheny County residents but require parental signatures/ notification. If you are planning a class visit and would like your students to receive their library cards during their visit, prior arrangements must be made.

Prior to your visit, you will be required to:

- Obtain applications for the students.
- Have a completed application for each student signed by a parent or legal guardian.
- Return completed applications to the library with a student roster.

Please contact any children's librarian for more details.

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For more information, visit the Carnegie Library of Pittsburgh Web site at [www.carnegielibrary.org](http://www.carnegielibrary.org).



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**Main Library** - 412.622.3114  
**Children's** - 412.622.3122  
4400 Forbes Avenue, 15213

**Allegheny/North Side** - 412.237.1890  
1210 Federal Street, 15212  
*Opening 2009*

**Beechview** - 412.563.2900  
1910 Broadway Avenue, 15216

**Brookline** - 412.561.1003  
708 Brookline Boulevard, 15226

**Carrick** - 412.882.3897  
1811 Brownsville Road, 15210

**Downtown & Business** -  
412.281.7141  
612 Smithfield Street, 15222

**East Liberty** - 412.363.8232  
130 South Whitfield Street, 15206

**Hazelwood** - 412.421.2517  
4901 Second Avenue, 15207

**Hill District** - 412.281.3753  
2177 Centre Avenue at  
Kirkpatrick Street, 15219  
*New location October 2008*

**Homewood** - 412.731.3080  
7101 Hamilton Avenue, 15208

**Knoxville** - 412.381.6543  
400 Brownsville Road, 15210

**Lawrenceville** - 412.682.3668  
279 Fisk Street, 15201

**Library For The Blind &  
Physically Handicapped** -  
412.687.2440  
The Leonard C. Staisey Building  
4724 Baum Boulevard, 15213

**Mount Washington** - 412.381.3380  
315 Grandview Avenue, 15211

**Sheraden** - 412.331.1135  
720 Sherwood Avenue, 15204

**South Side** - 412.431.0505  
2205 East Carson Street, 15203

**Squirrel Hill** - 412.422.9650  
Children's - 412.422.9841  
5801 Forbes Avenue, 15217

**West End** - 412.921.1717  
47 Wabash Avenue, 15220

**Woods Run** - 412.761.3730  
1201 Woods Run Avenue, 15212



## Who is eligible for a Teacher Card?

- Elementary, middle or high school educators or child care providers who work in Allegheny County
- Individuals who work in daycare or early childhood centers (including non-traditional settings)
- Student Teachers, for the specific months in which they are teaching

Home-school families are not eligible for a Teacher Card.

## What are the benefits of having a Teacher Card?

- Teacher cards allow you to keep your personal borrowing needs separate from the items you borrow for classroom use. You increase your borrowing power by having a secondary card for more items.
- Teachers can create “Classroom Collections” and use their Teacher Card to track these materials more efficiently. We encourage you to request materials for use in the classroom.
- Theme bags on a variety of subjects are available. Just ask!
- While you remain financially responsible for the items on this card, keeping items separate can help if you seek reimbursement from your school for lost or damaged items.

## How do I obtain a Teacher Card?

- You need to apply in person.
- Bring with you:
  1. A letter on institutional letterhead signed by the principal or director indicating your status as an employee for the current or upcoming school year or a recent pay-stub that includes your name, current address and school.
  2. Current photo ID and proof of current address.
- Cards must be renewed annually.
- Cards expire July 31st of each year, or at the end of the student teacher’s assignment.



# TEACHER CARD



## How do I use my Teacher Card?

- A Teacher Card may be used at any Carnegie Library of Pittsburgh (CLP) location. You may choose items yourself or have a librarian assist you.
- You may also request materials online for pickup at your local branch.
- A Teacher Card provides access to any of the databases available through Carnegie Library of Pittsburgh and Access PA.
- The number of items loaned from one location will depend on the size of the collection and the availability of requested materials.
- Our full catalog of materials is available online. Or visit your local library to familiarize yourself with services and materials available. Children’s librarians can offer you curriculum and material selection support.

## How long may I keep items borrowed on a Teacher Card?

- Standard loan periods apply, based on material type. Books circulate for 3 weeks.
- Two renewals are allowed on most items unless the item has been marked non-renewable (e.g., DVDs), on reserve for another customer or already overdue.
- Items may be renewed in three ways:
  1. In person at any library location.
  2. Through use of our automated telephone renewal system: 412.622.1895.
  3. By using the *My Account* feature available at [www.carnegielibrary.org](http://www.carnegielibrary.org).

## Are there fines or fees associated with a Teacher Card?

- Library materials must be returned on time or renewed before the due date. Normal fines apply as per library policy. Visit our Web site for details.
- Policies and fines may vary for libraries that are outside of the Carnegie Library of Pittsburgh system.

### Please note:

- A Teacher Card cannot be used for personal or recreational adult materials. Individuals who apply for a Teacher Card must first register for a personal card.
- You remain personally responsible for the items on the card as well as the cost of lost or damaged items.
- Misuse of a Teacher Card will result in the suspension of borrowing privileges.

## Does the Carnegie Library of Pittsburgh staff make school visits?

Librarians make scheduled visits to schools within their service areas to tell stories, promote upcoming library activities or to explain library services to students or teachers. You may invite a librarian to the classroom for curriculum-related storytelling, book talks or as a speaker to teachers or parent groups.

## How do I arrange to bring students to the library?

CLP welcomes visits from you and your students. Please call in advance to schedule any class trip. Storytimes, introduction to the online catalog and database resources, guided tours, research assistance and a variety of other programs are available for your classes.