Homeschool Library Card Application

Please Print:

Name ______________________________________________________

Personal Library Card # ______________________________

Who is authorized to check out materials or pick up holds on this account? (Attach additional names, if necessary)

_______________________________________________________________ Check Out ☐ Pick Up Holds ☐
Full name

_______________________________________________________________ Check Out ☐ Pick Up Holds ☐
Full name

Letter of Intent to homeschool provided (required)? Yes ☐

I agree to abide by the rules of the libraries from which we borrow materials and to pay any costs or fees that may be charged for materials overdue, lost, damaged or sent to collection, as stated in the rules. I UNDERSTAND THAT I AM RESPONSIBLE FOR ALL USE MADE OF THIS ACCOUNT, WITH OR WITHOUT MY CONSENT. I understand this account is restricted to borrowing of materials needed for homeschooling only. Personal items are to be checked out on personal library cards. The homeschool card is a privilege that can be revoked if abused.

Date __________________________________ Signature ____________________________

TRL Use Only: #________________________

Q&A: Homeschool Library Cards

TRL provides homeschool library card accounts to registered homeschoolers within the TRL service area, excluding non-annexed, non-contracting cities, unless the homeschooler is a paying non-resident card holder.

• Why is this account different from regular individual library card accounts? Homeschool accounts offer an additional account to access additional material, with a longer check out period.

• How do we qualify for a homeschool library card? Any registered homeschooler may qualify by having a personal library card in good standing (balance less than $10 dollars) and by showing a copy of your letter of intent to homeschool.

• What is the card holder responsible for? Materials must be renewed or returned by their due dates. Homeschool accounts will be charged overdue fees and pay for items damaged, lost or long overdue on the homeschool account. Options for payment include cash, check, credit card, or providing a replacement copy. As long as fees stay below $10, materials can still be checked out.

• When does the account become activated? As soon as the paperwork is received, TRL staff will create the account and issue the library card.

• How does the homeschool account work?
  o Initial checkout period of 5-weeks, with one additional 5-week renewal allowed if there are no holds.
  o Feature films check out for the standard 7-day period and may be renewed if there are no holds.
  o Email notification of holds and overdue items is sent to email addresses provided.
  o The account will accrue daily overdue fees, just as regular accounts. All accounts will be billed for replacement costs for long overdue items considered lost. Accounts may be submitted to a collection agency if the balance owed reaches $50.
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- The following items are **not eligible** for checkout on the homeschool account:
  - Materials for personal use and eReaders.
  - Downloadables (music, eBooks, audiobooks) and databases. (TRL licenses databases for individual use by patrons).
  - Interlibrary loans (requests for materials outside of TRL) may be requested on individual accounts only, not on homeschool accounts.

- Internet access and printing within the library requires the use of an individual card, homeschool accounts will not work.
- The homeschool card is a special service and will be revoked if misused, such as not returning or renewing material by the due date.
- Homeschool accounts require annual renewal.
- There is a limit of 25 holds and 50 checkouts per account.

- **Why did homeschool accounts change?** From the inception of these accounts the main purpose was to provide homeschool families with an additional library card, allowing more items to be requested and checked out to meet the needs of homeschoolers. The service was always intended as a special benefit to homeschoolers, with the understanding that material would be returned by the due dates. Unfortunately that hasn’t always been the case with some accounts, and it has contributed to the decision to begin charging overdue fees on these accounts.

- **For more information call** 704-INFO (4636), or outside the Olympia calling area dial 1-800-562-6022 or visit [www.TRL.org](http://www.TRL.org).