

**Glenside Public Library District  
25 E. Fullerton Avenue  
Glendale Heights, IL 60139**

**BOOK BAG POLICY**

1. A School Borrowing Agreement must be signed yearly by the principal of the school.
2. Teachers' names are kept on file at the Circulation Desk for one year.  
**\*Please provide a current staff list\***
3. Book bag requests must be received with a minimum of **2 day** notice, but one week is ideal.
4. Request book bags using the on-line form at [www.glensidepld.org](http://www.glensidepld.org), email [ysdesk@glensidepld.org](mailto:ysdesk@glensidepld.org), or call the Youth Services desk at **630.260.1550**.
5. Teachers may borrow up to 30 items for classroom use.
6. Library materials may be **renewed 1 time only** by a Youth Services staff member by phone or email at [ysdesk@glensidepld.org](mailto:ysdesk@glensidepld.org).
7. **Replacement costs will be billed to the school**, which assumes responsibility for the recovery of lost or missing items.
8. The book bag service will be put on hold if recovery fines reach **\$50.00**.
9. All recovery fines must be reconciled with the library before using this service in the new school year.
10. Teacher book bags are picked up at the Circulation Desk. Delivery and pick up service is available on **Wednesdays** and can be arranged by contacting the Youth Services department by phone or email at [ysdesk@glensidepld.org](mailto:ysdesk@glensidepld.org).