

LEARNING RESOURCES CENTRE

Education Centre, 1994 Fisher Drive, Peterborough, Ontario K9J 7A1 <http://www.kpr.edu.on.ca>

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Library Card Printing for Automated Libraries

All schools now have the option of having library cards produced by the LRC. The cards will include the school logo, student name and the Borrower Barcode. LRC-produced, professional quality library cards cost a third to a quarter less than library cards produced externally.

Options

1. School logos are presently on file. However, any new designs or colours may also be specified by phone, email or sent through the courier to be scanned and included on the card.
2. Library cards which are kept in protective sleeves do not need to be laminated.
3. It is recommended that library cards distributed to students be laminated for durability. A portable laminating machine can be borrowed, and the pouches purchased from the LRC.
4. Turnaround time for printing the cards is currently about one to two weeks. September orders may be delayed to volume of business.
5. Sets of 20, 40 or 60 BLANK cards with school logo can also be ordered. Blank cards are useful for adding new students through the year. (Simply add a barcode and write or type the student's name on the card.)
6. Student names as printed on the cards are pulled from the central student database. If there are additional or recent names you can submit these to Stan or Johan in electronic format via e-mail or on disk.

Costs*

LAMINATED CARDS	NON-LAMINATED CARDS
1 card = 11 cents	1 card = 6 cents
100 cards = 11 dollars	100 cards = 6 dollars
1,000 cards = 111 dollars	1,000 cards = 60 dollars

* Prices subject to costs of materials.

<i>For further information please contact the LRC</i>	
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This document is also available on the LRC website under Library Staff Support.
<http://www.kpr.edu.on.ca/BoardInfo/Services/Educ/LRC/lib/index.htm>