

NC DIVISION OF SERVICES FOR THE BLIND POLICIES AND PROCEDURES ADMINISTRATIVE POLICIES AND PROCEDURES

Section:	C
Title:	Continuing Education and Training-Resource Library Policy
Current Effective Date:	05/12
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To check out an item from the resource library please read the process below.

1. Request received from DSB Employee (phone, letter, e-mail, fax or completed check out form).
2. Check to be sure that item(s) are listed in the on-line Resource Library Catalog.
3. If not, call the employee for more specific information. If item(s) cannot be found in the library, inform the employee and ask for purchasing information. Forward purchasing request and information for approval before proceeding.
4. If item(s) is listed in the Catalog, check for physical availability.
5. If item(s) is not physically available, check to see who has item(s) and return date.
6. If item(s) is late, call the employee in question and make a return request. Do not give names of employees making request, only that item(s) need to be returned.
7. If physically available, complete a check out form and send item(s) with a copy of the completed check out form to the requesting employee. If the employee completes the check out form, review for accuracy before allowing item(s) to leave the library.
8. If requested item(s) are Assistive Listening Devices, only those staff trained in the use of the devices may check them out. Do not allow anyone to check out these devices in their name does not appear on the trained list.
9. Review complete check out forms weekly. Contact those delinquent and request returns.
10. If employees request an extension, give only one (1) two-week extension. If more than one renewal is requested, forward request to the In-Service Continuing Education and Training Rehabilitation Program Specialist (program specialist).
11. If another employee is waiting for item(s), do not give an extension.
12. Check returned item(s) for completeness and condition.
13. If item(s) or parts of item(s) are missing, phone the employee and request missing parts. Record all phone calls with dates and when to expect the missing item(s).
14. If item(s) is damaged, inform the program specialist ASAP by memo or e-mail. Verbal reports only are not acceptable. Damage must be stated in writing with a detailed description.
15. If item(s) are returned and in good condition, return to the place on the shelf in the correct bookcase in the library.
16. File check-out forms and do not throw them away. These forms give useful information about who is utilizing the library and kinds of material being requested.

All item(s) should have a place in the library on a shelf and bookcase according to topic. This makes it easy for anyone to find or to return items.

ASSISTIVE LISTENING DEVICES MAY ONLY BE CHECKED OUT BY TRAINED STAFF