

November 5, 2009

To all Student/Staff/Faculty

The Education Curriculum Lab materials will have the following policy:

1. Students can check out materials for 2 weeks with 1 renewal.
2. Faculty/ Staff can check out **ALL** materials for 3 weeks with 1 renewal
3. Any item that is labeled **Library Use Only** can be checked out by Faculty/Staff only
4. Students **MUST** count all items when they are **checked out**.
5. Student **MUST** count all items when they are **checked in**.
6. Students **MUST** keep receipt for proof of materials checked out. Some materials may set off the security alarm.
7. Items **MUST** be checked in on the 2ⁿ floor only. Remember to sensitize returned items.