

VDOE's Training and Technical Assistance Center at VCU

Region 1:

10 East Franklin Street, Suite #200
P.O. Box 843081
Richmond, VA 23284-3081
804.827.1414

Region 8:

Pickett Park
440 QM Circle South
Blackstone, VA 23824
434.298.0427

Library Policies and Procedures

Checkout

Consumers eligible to checkout library and technology lab items are the following: program specialists, outside consultants, faculty/students at VCU, employees of the Partnership for People with Disabilities, daycare facilities, family members and professionals who serve children and youth with disabilities ages birth to 22 years from Regions 1 & 8. A maximum of 5 library and/or tech lab items may be checked out at one time. The checkout period is 3 weeks long. (*Refer to Long-Term Checkout for exceptions.*)

A Library Checkout Sheet must be filled out completely for all items taken from the library. Physically removing an item from the library does require a checkout sheet even if it is only for a brief period. The borrower must furnish two phone numbers or points of contact on the form (business phone, home phone, cell phone, fax or email).

Phone and email checkouts

Consumers who cannot easily access our library and tech lab locations, can choose to call or email their request to checkout items and have these mailed to them. Items may be returned via mail at no cost to the consumer, as long as the VDOE T/TAC at VCU pre-paid envelope is adhered to the package. Most items can be mailed; however, the staff reserves the right to determine that an item should not be shipped due to worth or risk.

Reserving Items

Library items may be reserved for a maximum of 5 days. All checkout information should be recorded at the time of reservation. After 5 days the item(s) will be re-shelved.

Renewals

Consumers are allowed two renewals per checkout for 3 additional weeks if no one else has requested the item and the library assistant approves the renewals. They may renew items by phone, fax, on-line, or in-person. (Refer to Long-Term Checkout).

Returns

Consumers may return library items Monday through Friday, 8:30 AM to 4:30 PM to either library (Richmond or Blackstone) or they may arrange to drop off items after these hours by contacting T/TAC. Library items may be returned in person or mailed to the library by any carrier service. Simply attach the self-addressed stamped envelope given at checkout to the outside of the package in which items are returned.

Long-Term Checkout

Long-term checkout may extend till the end of the school year or June 1. Long-Term checkouts will be considered on a case-by-case basis and approved by a Program Specialist.

Overdue Notices

Overdue notices will be sent after the fourth week of checkout (one week overdue). After a written notice (e-mail or US mail), then a call will be made to the borrower. If there is no response, then the supervisor will be contacted. Three overdue notices and/or contacts will be given before the co-directors are informed of a problem with library items being returned by a consumer.

Loss of Borrowing Privileges

Consistent late returns or damaged returns by a consumer may result in the loss of borrowing privileges.

Borrower responsibility

Each borrower assumes full responsibility for all items charged to his or her account and for knowledge of and adherence to library policies concerning loan periods. The VCU T/TAC may charge up to the full cost of the item at time of purchasing for any items that are lost, stolen or damaged.

Inter Library Loans

Inter library loans will be considered on a case-by-case basis.

Copy Service

The library will provide the first five pages of copies for free. Each additional copy costs \$0.10 per page. Consumers will be limited to a total of 50 copied pages per visit.