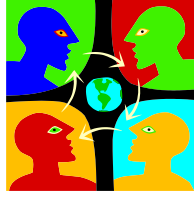


THE COMMUNICATION MENTORS' NETWORK



Lending Library Procedures

*Please note, the Mentors Library is only for the use of graduates of the Communication Mentors' Course for the specific purpose of assessment. Items are not to be loaned to others for trial periods (PIAT & PATTAN Lending Libraries are for this purpose). All items are for a loan period of 2 weeks. There will be a fee charged for any items not returned:
Devices & Books – replacement cost;
Videotapes / Audiotapes / DVD's / CD's - \$25.00.*

To borrow a book, video, DVD, CD, or AT / AAC equipment, please follow the following instructions:

1. Fill out the Communication Mentors' Library Loan Form completely. Have a Networks Staff member (e.g. the Mentors' Coordinator) or another witness sign the bottom of the form once you have completed it.
2. Tear off the top (white) sheet and place it in the red file bin marked "Library Items - Out" in the corresponding month. The yellow copy is for you as a reminder and receipt.
3. All items must be returned within 2 weeks. Some items may be available for renewal, upon approval from the Mentors' Coordinator.
4. When returning a borrowed item, retrieve the original white Loan Form from the "Out" bin and complete the date returned at the bottom of the form. Mark the returned date on your yellow copy of the Loan Form, too, for your records.
5. Return the amended white Loan Form and the returned item to the grey bin marked "Library Items - In". **Please, do not re-shelve returned items yourself.**

THANK YOU! BY FOLLOWING THESE FEW SIMPLE RULES,
WE CAN ALL HAVE BETTER ACCESS TO THIS LIBRARY
& THE WONDERFUL MATERIALS WITHIN IT!