

STARNET Region II

Library Procedures

The STARNET Region II library is maintained for use by parents and professionals in DuPage, Kane, Lake, McHenry, and North & West SuburbanCook counties. When you request materials from the library, you must agree to follow the lending procedures listed below.

1. A maximum of three items may be requested at one time.
2. All materials will be checked out for a three-week period. Library customers with overdue materials will not be allowed to check out new materials.
3. You are responsible for the replacement cost of lost or damaged tapes.
4. You are responsible for first-class postage costs to return materials to the STARNET Region II office.
5. Please rewind all video and audiotapes before returning them to the STARNET office.
6. Please fill out and return the resource Library Evaluation form

This lending form is also available on our website at: www.thecenterweb.org. Click on STAR NET and download. Library materials may be requested via phone, fax, mail or email.

Return this form to: STARNET Region II Library,
2626 South Clearbrook Drive Arlington Heights, IL
Fax 847/278-5434 or Phone 224/366-8579

Name _____ Phone _____
Address _____ City _____
Zip _____ E-Mail Address _____
Would you like an e-mail confirmation? Yes No
Please check: Professional Parent

Please list each item you are requesting by shelf number and title:

<u>Shelf Number</u>	<u>TITLE</u>	<u>Office Use Only</u>		
		Wait	Sent	Return
1. _____	_____	_____//_____//_____		
#1 Replacement Cost: \$_____				
2. _____	_____	_____//_____//_____		
#2 Replacement Cost: \$_____				
3. _____	_____	_____//_____//_____		
#3 Replacement Cost: \$_____				

Shelf Card Made: _____

Entered into Database: _____

Overdue Notice Sent: _____