

**TEACHER EDUCATION RESOURCE CENTER**  
**CC 008/016      (440) 366-4082**

**CENTER POLICIES**

1. **LIBRARY CARDS** are available in the Resource Center. A card is required each time materials are borrowed. The initial card is free; replacement cards are \$5.00.

2. **LENDING PERIODS AND LIMITS** are as follows:

Regular materials	14 days	Limit 10 items for students Limit 5 items for non-students
Critical Materials (journals, etc.)	14 days	Limit 5 items
Practicums	2 months	Limit 3 items, non-renewable
Special Items	1 day	Limit 3 items, non-renewable

TOTAL NUMBER OF BORROWED ITEMS CANNOT EXCEED 10. TOTAL NUMBER OF BORROWED ITEMS FOR NON-STUDENTS CANNOT EXCEED 5. Generally, materials may be renewed once. Exceptions include Practicums and items on reserve. Items must be presented at the circulation desk to be renewed.  
Items should be returned to the return baskets or the circulation desk.

3. **OVERDUE FINES** will be assessed for most items in the amount of \$.10 per day. Critical materials will be assessed \$.25 per day; audio cassettes and video tapes, \$.50 per day; Practicums, tape recorders, and computer software, \$1.00 per day; special one-day items, \$5.00 per day.

**Failure to return materials or to pay fine can result in encumbered grades/records and/or curtailed use of the Resource Center.**

4. **PHOTOCOPYING INFORMATION:** A color copy machine is located by the entrance to the Resource Center. Operation of this machine requires a copy card. Copy cards may be purchased for \$1.00 per programmable card. This card is owned by the patron and he/she may add money to the card by paying at the front desk. Patrons may choose to purchase cards in the following pre-programmed amounts: \$1.00, \$2.00, \$5.00, or \$10.00. (To purchase a \$5.00 card would cost \$6.00: \$1.00 for the card and \$5.00 for the dollar amount on the card.) Black and white copies, 8-1/2" x 11", are \$.10 each; color copies, 8-1/2" x 11", are \$.40 each.

Free copies are available to each Ashland University field experience student. Free copies will be added to the AU student's copy card by Resource Center staff.

**For special copy needs, please see the media staff.**

5. Most equipment may be used free of charge. Exceptions include the roll laminator and poster printer. When using equipment, if you are not certain how to use it *please ask*.

6. Food and drinks are allowed; however, no food or drink is permitted near the computers. We ask that patrons clean up after themselves.

7. Some media supplies are available for use in the center; such as scissors, crayons, colored pencils, markers, rubber cement, glue, hole-punches, stencils, etc. These are located in the marked cupboards and drawers. Patrons are invited to use these items provided they are put away when finished.

These media supplies may not be checked-out. AU students may check with the main office, UC 105, for supplies to use in classes. However, we do have sets of 12 small scissors which may be borrowed.

8. Most of the audio visual equipment is located in the AV Lab, CC 016. The entrance to the AV Lab is off the main hallway. Patrons are not permitted to "cut through" from the Resource Center.

9. **NO CHILDREN ARE PERMITTED IN EITHER CC 008 OR CC 016**

*Thank you for using the Resource Center. If we can be of service, please ask.  
If you would like an orientation of the Resource Center, please ask for an appointment.*