

## ARCH Resource Room Policies

### Book Circulation

- ARCH will lend up to 2 items per individual from its library at one time.
- Items are lent for 3 weeks at a time.
- To check out books, a driver's license or some other form of picture ID must be shown.
- Complete index card with contact information
- Renewals are fine, as long as no one is waiting for the item.
  - A book may be renewed for an additional seven days.
  - Renewals may be made in person, by email or over the phone.
  - A renewal must be confirmed in order for it to be valid. Please do not assume a call or email will suffice.
  - Renewals will be not allowed if the user has overdue items.
- Items must be returned in person. There is no drop off box at this time and items may not be left by the door of ARCH.
- Some items are marked display and are for in-house use only.

### Lost or damaged books

- Items must be returned in the condition they were checked out and on time.
- If an item is lost or damaged, the charge will be the publisher's list price plus 15%.
- No additional books may be borrowed until the lost or damaged book is paid for or replaced.

### Other Services

- A copier and printer are available at a suggested donation of .20 cents per page.
- A laminator is available. A fee of \$1.25 per laminating sheet will be charged to laminate (fee includes Velcro if making picture icons).
- We try to maintain multiple copies of many handouts and other information. The original copy will be marked as such. Please do not take the last copy of a handout. Let the ARCH receptionist or resource staff person know and he or she will make additional copies.

**Note:** Our materials represent a wide array of viewpoints, methodologies and opinions. The ARCH provides these items for informational purposes and should not be taken as legal or medical advice. Inclusion does not indicate endorsement by ARCH. Users must talk to their medical, educational, and other professionals to determine the best course of treatment for autism.