

Book Checkout Procedure

1. Searching for Books

Book topics can be searched using the following book list. Books are listed by category with a corresponding color. The sticker on the spine of the book denotes the category in which the book is included (e.g. a book about options available for children with hearing loss would have a bright yellow sticker on the spine).

Book Categories:

- A.** Spanish Books: Bright Pink
- B.** Down Syndrome: Orange
- C.** Hearing Impairment: Bright Yellow
- D.** Cerebral Palsy: Bright Green
- E.** Developmental Disorders: Yellow
- F.** Speech/ Language Development: Purple
- G.** Child Development: Green
- H.** Journals: Pink
- I.** Autism: Blue
- J.** Cultural Sensitivity/ Professional Development and Training: Bright Pink
- K.** Early Intervention: Orange
- L.** References/ Handbooks/ Transition: Bright Yellow
- M.** Mental Health: Bright Green
- N.** Parent Support/ Encouragement: Yellow
- O.** NICU: Purple
- P.** Children's Books: Green

2. Duration of Time For Which Books May Be Checked Out

All books may be checked out for a period of one month.

3. Checking Out Books in Person

When checking out books in person, please:

- ✓ Remove the colored card with the book title and information from the "Card Catalog"
- ✓ Remove a blank white card from the black plastic "Check Out" Box, and complete the white card with your contact information (i.e. include your name, address, and phone). Please also include the date the book is being checked out.

- ✓ Attach the two cards together using a paperclip.
- ✓ File the cards in the “check out” box behind the tab that denotes the month by which the book is due.

Checking Out Books on a Family’s Behalf

When checking out books on behalf of families (e.g. a Service Coordinator checking out a book for a family with whom they work), please:

- ✓ Remove the colored card from the “card catalog” and complete the white card with the family’s contact information (i.e. include family’s name, address, and phone).
- ✓ ***Additionally***, please also include your name and the date the book is checked out.
- ✓ Attach the two cards together using a paperclip, and file the cards in the “check out” box behind the tab that denotes the month by which the book is due.
- ✓ ***Ensure that arrangements are made with the family to pick the book up when it is time to return it.***

Journals and Magazines

Journals and magazines cannot be borrowed, in order to ensure that they are not lost or damaged. You may make copies of the articles that are of interest to yourself or families. Use them as a tool to develop your own resource library.

4. Returning Books

Upon returning a book, please:

- ✓ Separate the cards and return the colored card to the appropriate place, alphabetically, in the “card catalog”.
- ✓ Place the white card in the back of the “check out” box, under the tab marked “returned”.
- ✓ Place the returned book in the appropriate section on the shelf, paying attention to the color on the spine of the book.

If there are other subject areas or resources that interest you, please let the council coordinators know, so that we can make the resource library an effective tool for providers and families.

