

LOAN PROCEDURES

Any school personnel in Orleans or Niagara Counties may borrow materials. You may visit us at the Conference Center, **call** 716.731.6800, ext. 3752, **e-mail** Lisa Shoop (lshoop@onboces.org), or order **online** through Web Source (choose the Library/Media Source Quick Link on the left hand side of our home page www.onsetasc.org).

If your district does not buy into BOCES Media Services, no problem! All districts can borrow from the RSE-TASC, as well as School Library System (SLS), collections. Your item(s) can be readied for pick-up by your district courier at either our Conference Center or Orleans Center, or drop by our office any time to pick up or return items yourself.



is our USER FRIENDLY online catalog for ordering. Go to BOCES Media Services Catalog Directions and Video Tutorials webpage for 'how to' information. <https://ny02216875.schoolwires.net/Page/559>

- **LIBRARY HOURS:** 8:00 a.m.-4:00 p.m.
Monday-Friday
September through June
- **CUSTOMIZED SEARCHES**
Having difficulty finding exactly what you need? Just contact the RSE-TASC assistant. A search of our database can be done and a printable pdf report sent to you.
- **LOAN PERIOD** (Extended loan periods are available.)
 - DVDs and professional reference books – 2 weeks
 - classroom materials – 3 weeks

If you wish to keep an item for an extended period, contact the RSE-TASC assistant.

- **RETURNING MATERIALS**

PLEASE check kits or packages of items to see that they are complete before returning. If parts are missing or damaged, note it so we can attempt to replace it or remove it from the collection. Return materials in an envelope, bag, or box addressed to:

RSE-TASC, O/N BOCES Conference Center