

**ILLINOIS AUTISM TECHNICAL ASSISTANCE REGIONAL LIBRARY  
AT NORTH DUPAGE SPECIAL EDUCATION COOPERATIVE**

**LOAN PROCEDURES**

The NDSEC Autism Library is maintained for use by parents and professionals interested in gaining information related to 'Autism Spectrum disorders. (Library materials may be requested via phone, fax, or email). You can view a listing of our library holdings at [www.ndsec.org](http://www.ndsec.org). 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 items checked out of library.
4. Please rewind all video and audiotapes before returning them to the NDSEC office.
5. If you decide to return items via U.S. Mail, you are responsible for first-class postage costs to return materials to the NDSEC office.

If you need assistance in selecting materials from our library, please call (630) 894-0490.

Return this form to:

IL. Autism Technical Assistance Regional Library @ NDSEC, 132 E. Pine, Roselle, IL 60172  
Phone: (630) 894-0490 Fax: (630) 894-0488 E-mail: [ckeane@ndsec.org](mailto:ckeane@ndsec.org)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Professional

Parent

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

<u>Title</u>	<u>Checked Out</u>	<u>Return</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date data entered: \_\_\_\_\_

Staff Initial: \_\_\_\_\_