

Circulation Procedures

Ordering Materials

Once you have decided which materials to order, you can place your order with the AT Lending Library in one of three ways: you may call in your order, or you may mail or fax your order. To mail or fax your order, use a copy of the order form on the preceding page.

Receiving Materials

You will receive your order through the CESA 2 van delivery system. Your order will come with a Transaction Form. The Transaction Form lists the titles currently checked out to you, their due dates and their retail values.

Circulation Periods

1. The loan period is three weeks. If you wish to keep an item longer, please call CESA 2 @ 262.473.1449 to renew; or simply copy your Transaction Form, highlight the items you would like renewed and mail or fax (262.472.2269) to AT Lending Library.
2. Items will always be renewed unless they are on reserve. If an item is reserved, you will be asked to return the item immediately. (Renewals are for two weeks.)
3. Items you request that are already in circulation are put on reserve for you and are sent to you as soon as possible.

Returning Materials

Materials must be returned on time.

Please return materials in as clean a condition as you received them.

Damaged and Lost Items

Damaged equipment and lost items must be reported to your school administrators as well as AT Lending Library. Lost or damaged materials and equipment will be the responsibility of the local school district. Please do not mark loaned workbooks, worksheets etc. in any way.

The catalog pages are printed in the following format:

TITLE	<u>INTEREST LEVELS</u>	
BAR CODE NUMBER	BIRTH TO THREE	B
DATE: PUBLISHER	EARLY CHILDHOOD	PRE-K
INTEREST LEVEL	PRIMARY	P (Gr. K-1)
DESCRIPTION	ELEMENTARY	E (Gr. 1-3)
	INTERMEDIATE	I (Gr. 4-5)
	JUNIOR HIGH	J (Gr. 6-8)
	HIGH SCHOOL	H (Gr.9-12)
	ADULT	A