



Foundation for Blind Children
AIRC/Library
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HOW YOU CAN HELP US SERVE YOU BETTER 2009/2010

The following suggestions are offered by your AIRC staff to expedite your media service.

1. Order early and return or renew books and equipment in the spring, not in the fall. This will prevent efforts to contact you over the summer to get the materials back for other students' use; more materials will go back into circulation more quickly; we will have to make and purchase fewer materials. Books not returned at the end of the school year leave the student and his school district subject to a textbook fee for the following school year.
2. **NEW POLICY: Our lending policy has changed as follows: Books marked by us as consumable as well as all equipment without an FBC Accession Number may be kept or used up and should not be returned to the AIRC.** Students, therefore, may write in books marked as consumable.
3. **Never write in any of our books that are checked out to be recirculated, and do not let your students or aides write in our books.** Keep in mind that we are a lending library, not a bookstore or printer.
4. Fill out our request forms completely. Make sure the book information on the form matches the print copy you supply. We cannot presume to know absent details. Your accuracy will help us get the right book to the right place at the right time.
5. Print copies supplied for enlargement must have a page size no smaller than 4x6 ½ inches; avoid smaller print copies. Smaller books do not feed through our copiers, leading to considerable delays and less accurate copies.
6. We have changed to a new binding system and are working on adding color to our large print books hopefully no later than during the new school year.
7. Large print reference books such as dictionaries and atlases for use by students should be purchased directly from the publisher. It is not practical for us to lend reference books to students for continued use throughout their school years. Also, some of the references have pages that will not feed through our copiers. However, we will be glad to assist you with locating sources.
8. Using the enclosed address information sheet, please make sure we have current mailing and email addresses and phone number(s) for you. Include information regarding dates when educational materials cannot be received due to school closure during breaks.
9. Let us know as soon as possible when your caseload changes, when a student drops out of school, moves, or other changes in your caseload. Inform your successor of any items you checked out in your students' names, so they know what their students have at their disposal to simplify their lives.
10. When you return materials, include a note about the student's name, school district, and your name or the teacher that checked the item out originally.