

To view the collection, please visit [www.fdlrsemeraldcoast.org](http://www.fdlrsemeraldcoast.org), Human Resource Development, Parent and Professional Lending Library.

Items in the collection that are electronic are noted as **WR: web resource**, or contain links for downloading the item. Items with a **shelf code** are physically located in our **lending library**. Please check the site periodically; we are migrating holdings to this system to create a single point of access!

**To borrow materials, the usual procedure will be to complete the Lending Library Request Form via a web link. At this time, the library is not currently available for any materials not listed on the site. When the migration of materials is complete, the library re-opening will be announced via the News Feed on the [www.fdlrsemeraldcoast.org](http://www.fdlrsemeraldcoast.org) Home Page.** In the meantime, materials listed with shelf codes may be requested via an in-person visit to the center, or call (850) 469-5423 or 1-888-445-9662.

- Special assistance for selecting materials is available from HRD specialists upon request.
- Materials will be delivered to your school, or can be picked up at the FDLRS Center.
- Most materials are on loan for a four-week period and must be returned in original condition.
- Parents, private school staff, and community members may visit the FDLRS Center to check out materials or make other arrangements with staff.
- The library is open from 8:00 a.m. - 4:00 p.m. following the [Escambia School District working calendar](#).

#### What are the loan policies?

- Materials are loaned primarily for preview purposes, demonstration, trial-use, and evaluation.
- Materials are NOT consumable. Participants may NOT write in the materials.
- By request, materials not immediately available may be placed on reserve.

#### Who may check out materials?

Anyone who serves exceptional students in Escambia, Okaloosa, and Santa Rosa counties, including:

- Public school teachers
- Private school teachers
- Private and community agency personnel
- Parents of exceptional students
- College and University students

#### How long may I keep the materials?

- Most materials - four (4) weeks
- DVDs - two (2) weeks
- NOTE: All materials loaned are subject to recall on an "as needed" basis by FDLRS.

#### How many items may I check out?

- Escambia, Okaloosa and Santa Rosa public school teachers - five (5) items
- All others - three (3) items

#### How do I obtain and return requested items?

- **ESCAMBIA:** Materials borrowed by staff in Escambia public schools will be delivered via the school courier and **returned to the center using the provided return address label and envelope.**
- **OKALOOSA:** Materials borrowed by staff in Okaloosa public schools will be delivered to the Okaloosa courier and **returned to the center via the Okaloosa courier drop at the Okaloosa Technical College using the provided return address label and envelope.**
- **SANTA ROSA:** Materials borrowed in by staff in Santa Rosa public schools will be delivered to the Santa Rosa courier and **returned to the center via the Santa Rosa courier using the provided return address label and envelope.**