

INSTRUCTIONAL RESOURCE CENTER

The IRC provides:

professional books
adaptive & assistive devices
instructional & curricular materials

OPEN TO SSD FAMILIES

CONTACT US



314.989.8334



asauvage@ssdmo.org
mfisher@ssdmo.org



12110 Clayton Rd
Town & Country, MO 63131



Mon-Thurs: 7:30 AM - 4 PM
Fri: 7:30 AM-3:30 PM

www.ssdmo.org/irc



IRC ONLINE

Visit the IRC's online catalog to place items on hold, renew items, or check the status of items checked out!
irc.goalexandria.com/researcher



PATRON RESPONSIBILITIES

- Keep track & oversee items while checked out.
- Save & return all storage containers & peripheral items in good condition.
- Return or renew items by their due date.
- Items may be renewed if no one else has placed a hold on them. Items with holds must be returned by the due date.



CHECK-OUT GUIDELINES

Materials may be checked out by an SSD guardian. If materials are unavailable, patrons will be placed on a waiting list.

Check-out duration:

- Instructional & curricular materials & books: 2 months, up to 5 items
- Switch toys: 2 months, up to 1 item
- Adaptive equipment and related software: 9 months, up to 5 items

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READY TO PLACE ITEMS ON HOLD?



VISIT THE ONLINE CATALOG

Visit irc.goalexandria.com/researcher and click **Log In** in the top, right-hand corner.

- Username: "M" + Six Digit Student Birthdate (Example: M010110)
- Password: Last Name

Don't have a log-in? Contact an IRC staff member to set up an account!



SEARCH FOR ITEMS

Select the **Search** icon and search for items using keywords, titles, or subject areas.



PLACE ITEMS ON HOLD

To place items on hold, select the **Hold** icon in the upper right corner of the item box and select **Place Hold**.



PICK UP ITEMS

Patrons will receive an email asking if they would like to pick the item up from the IRC or if it should be delivered through interschool mail.

Items are placed on hold for 10 days. If the item is not picked up during that time, the hold will expire and the item will return to the catalog for others to check out.



RETURN ITEMS

An email notification is sent the day the item is overdue. Items can be dropped off at the IRC during business hours or sent via interschool mail.

Check-out duration (50 items total):

- **Instructional & curricular materials & books:** 2 months, up to 5 items
- **Switch toys:** 2 months, up to 1 item
- **Adaptive equipment and related software:** 9 months, up to 5 items