



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: August 11, 2021  
To: Chief School Administrators, Charter School, and Renaissance School Project Leads  
Route To: Special Education Directors, Principals, and School Leads  
From: Kathy Ehling, Assistant Commissioner  
Division of Student Services

## Learning Resource Center Curbside Pick-up Service

The New Jersey Department of Education is pleased to announce the reopening of the Learning Resource Centers (LRCs) located at East Orange and Trenton. As of Monday, August 2, 2021, these two locations are offering a variety of services to ensure that educators and families can support all young children and students with disabilities through the provision of quality instructional materials.

With health and safety as a priority for all patrons and staff, the LRCs are reopening to full capacity in a phased approach. Currently, patrons are not permitted to enter the centers; however, there is now an option to place orders and reserve books and instructional kits via email. Material production requests include copies, posters, and lamination. Patrons can purchase craft paper, construction paper, and poster boards as well as reserve instructional materials from the library system. In addition, patrons may renew their annual membership at no cost by phone or in person before December 31, 2021. Lastly, all late fees will be waived for the return of any outstanding materials.

### Details for Curbside Pick-up

#### Step 1: Place an Order

- For library materials such as professional books, activity kits, and/or manipulatives, browse the [LRC North Alexandria Researcher](#) or the [LRC Central Alexandria Researcher](#) to search by title, subject, author or content area.
- For material purchase or production, please select from available items listed below and email [LRCNorth.order@doe.nj.gov](mailto:LRCNorth.order@doe.nj.gov) for LRC North (East Orange) pick-up and [LRCCentral.order@doe.nj.gov](mailto:LRCCentral.order@doe.nj.gov) for LRC Central (Trenton) pick-up.
  - 36" Bulletin Board/Craft Paper/Construction paper (red, yellow, blue, light blue, green, orange, black, white, light brown)
  - Poster boards and poster board strips
  - Poster Printing (Small 17"x 24", Large 24"x 33")
  - Copies (B&W or Color)
  - Lamination

#### Step 2: Order Confirmation

- Upon sending your request, you will receive two emails. The first email will be a confirmation of your order, and the second will provide the cost, time, and date of pick-up.

**Step 3: Item Pick-Up and Drop-Off**

- LRC North orders are picked up at 7 Glenwood Avenue, East Orange, NJ 07017.
  - Park in the parking lot and proceed to Suite 201 on the second floor.
  - Call the Circulation Desk at (973) 414-4491 and LRC staff will assist you. Please do not leave any items unattended.
  
- LRC-Central orders are picked up at 200 Riverview Plaza, Trenton, NJ 08611.
  - Pull up to the front of the 200 Riverview Plaza building and remain in your car.
  - Call the Circulation Desk at (609) 376-3955 and LRC staff will assist you. Please do not leave any items unattended.
  
- Only cash or check payments will be accepted. Checks should be made payable to “Treasurer State of New Jersey.” If paying by cash, exact change is required.

c: Members, State Board of Education  
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group