



LRC-Network

Policies and Procedures

Manual

Revised Spring, 2017

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The Learning Resource Center Network

Overview

The LRC Network is a project of the New Jersey Department of Education, Office of Special Education Professional Development and funded through IDEA Part B Funds.

There are four Learning Resource Centers serving the state of New Jersey.

Learning Resource Center - North

7 Glenwood Avenue, Suite 201
East Orange, NJ 07017
(973) 414-4491

REGION SERVED: Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Warren Counties

Learning Resource Center –North Satellite

104 The American Road, Building 100
Morris Plains, NJ 07950
(973) 631-6345

REGION SERVED: Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Warren Counties

Learning Resource Center– Central

200 River View Plaza, 1st Floor
Trenton, NJ 08625
(609) 633-8893

REGION SERVED: Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Somerset, and Union Counties

Learning Resource Center – South at EIRC

200 College Drive
Blackwood, NJ 08012
(856) 582-7000 ext. 165

REGION SERVED: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem Counties

LRC Services

Consultation Services

The LRC consultants and specialist provide technical assistance to families, educators, and administrators on issues related to special education and inclusion.

Training Services

On behalf of the NJDOE, the LRC staff provides regional and targeted in-service workshops, trainings, and technical assistance to educators and families of students with disabilities.

A \$2.00 annual membership fee also provides access to the following LRC services:

Information Services

Special education resources and information are available at the LRCs through library media, professional journals, DVD collections, and access to on-line research relevant to educators and families having responsibility for children and youth with disabilities ages 3-21.

Resources Circulation Services

The LRCs maintain and loan an extensive collection of educational resources including professional books, curriculum resources, educational journals, DVDs/videos, in-service training resources, educational games, big books, story kits and multi-level instructional materials. The materials and resources at the LRCs are provided to support the inclusive education of students with disabilities, helping them to succeed and achieve in the least restrictive environment.

The LRCs also maintain a collection of assistive technology tools and assessment materials for in-house review.

For more information visit: <http://www.state.nj.us/education/lrc/>

Production Services

The production area provides space where LRC members can create standards-based center activities, bulletin boards, classroom posters, and much more. Services include color poster printing, laminating, die-cuts, button making, binding and photocopying. Some production services/supplies require an additional cost.

Van Outreach Services

The LRCs provide educators with expanded access to library resources by delivering them on-site to eligible schools throughout their region.

Membership

Membership to the LRC Network of Services is available to anyone, but our primary focus is to assist parents, staff and agencies that provide services to students with disabilities. Individuals within the state of New Jersey as well as the surrounding area are welcome to come utilize the resources available, however, onsite technical assistance services are limited to those providing services to students in New Jersey.

Access to all LRC library and production services requires an **annual \$2.00 individual membership**.

- Membership application requires the presentation of a driver's license or other identification to verify patron's current address
- Adults (18 years of age) are eligible to become members of the Learning Resource Center

Upon entry to the LRC, each patron should sign in using his/her membership number on the **patron sign-in sheet** (*Appendix A*).

New Patron Registration

- New members are required to complete *and sign* a paper membership card which will be kept on file at the local LRC (see *Appendix B*).
 - This paper form should be verified/updated at all subsequent membership renewals
- Membership information must also be entered into the Alexandria computer system for each patron
 - Membership cards/information should include the following:
 - Name
 - Home Address (as listed on Driver's License)
 - Home/Cell Phone
 - Email Address
 - Position
 - Administrator, Teacher, Student, Parent, DOE, Van Contact Person, Van Teacher, Community/Agency, Other
 - LRC Patron Membership Number
 - Driver's License #
 - District (School)
 - County (School)
 - School Name
 - School Address
 - School Phone
 - Supervisor Name/ Position
 - School Level
 - Preschool, Elementary, Middle School, Secondary, Vocational, Other
 - **Statement of Responsibility with Signature and Date**
 - *"I understand that I am borrowing resources and agree to abide by all LRC policies. I understand that I am responsible for returning or replacement costs of all resources I borrow."*
 - Expiration Date
- All members should receive a copy of the LRC Circulation Policy upon joining (*Appendix C*)

- Membership remains active for **364 days** from the date of membership/renewal after which time a patron becomes *expired or in-active*
 - e.g. New patron entered April 10, 2015 – expires April 9, 2016
 - A renewal fee of \$2.00 is required to maintain active status
- Monies collected for new or renewal memberships will be used for re-ordering membership cards and replacing worn or lost resources
- **Before** entering a new patron into the system a search should be made via patron name for a previous/expired membership within the system to prevent duplications
 - When **renewing members** – please refer to paper membership card and Alexandria system to ensure that all information is updated and correct
 - Please refer to **LRC Alexandria User's Guide** for additional information regarding patron information
- A **Daily Membership Form** listing names and membership numbers of all new/renewed members should be maintained and filed at each local LRC (*Appendix D*).

Patron Renewal

- Membership to the LRC must be **renewed annually** with a \$2.00 membership fee
- Membership is required to borrow resources and/or utilize the production center
- Patron Records:
 - Paper membership cards should be purged regularly (2-3 years) to update/save file space
 - *Before entering a new patron into the system a search should be made for a previous/expired membership within the system to prevent duplications*
 - Expired member profiles should remain in the Alexandria system for future reference (i.e. suspension, fines, borrowing details, etc.)
 - If data storage becomes an issue, records should be purged according to age – oldest records first – maintaining as many records as possible
 - Discarding of patron records must be approved by LRC administration

Suspended Patrons

- Membership to the LRC may be suspended for:
 - Outstanding fines or overdue items (see Overdue Policy)
 - Repeated abuse of LRC membership privileges (at the discretion of local LRC administration and with approval of the LRC Statewide Coordinator)
- Suspension notifications will be sent to patrons and supervisors according to LRC Billing Policy
- Membership may be reinstated when conditions leading to suspension are rectified
 - e.g. Items returned and/or appropriate fines paid
- Membership expiration date will not change due to suspension
- A paper copy of the suspension letter and accompanying paperwork should be filed at the local LRC for future reference
 - Paper copies of suspensions should be destroyed when problem is rectified and membership is reactivated
 - Suspension history will still be noted in patron details in Alexandria system
 - Paper copies of suspensions that are NOT rectified may be purged 3 years after suspension date

- Suspended patrons/status should remain in the Alexandria system for future reference
- Additional notes may be stored electronically in Patron Note section if needed
- Suspension history will still be noted in patron details in Alexandria system

Reciprocal LRC Membership

If patrons are active members at a LRC location, but wish to use another LRC center, a reciprocal membership will be granted **at no cost**.

- Contact the LRC location where the original membership was established to verify the original membership is not expired
 - Valid membership will be honored at new LRC location
 - Do not charge additional \$2.00 fee *unless* the original membership is expired
- If patron is only using production/facilities, no new membership card/information is needed
- If patron wishes to borrow from the new LRC location, a new membership card must be created in order to properly track materials and resources from the new center
 - Place a note indicating “*Reciprocal Membership with (LRC location)*” in the **Notes Tab** on the Patron window
 - Do not charge \$2.00 fee
 - Remind patron that resources must be returned to the center from which they were borrowed
- Create the reciprocal membership as you would any new member at your center, but use the expiration date from the original membership as the expiration date on the reciprocal membership
 - E.g. Patron John Doe is a member at LRC-Central with a membership that expires November 16, 2017. He visits LRC-North on June 16, 2016 and wishes to borrow a book.
 - Create a new LRC-Central membership for borrowing purposes – but change the expiration date to mirror the original expiration - November 16, 2017 – and add notes in the Notes Tab as described above
- If the original membership is expired – reciprocity cannot be implemented and the patron must create a new membership at the current LRC in order to have borrowing/production privileges

Membership Privileges

Members who show a repeated pattern of overdue, lost or damaged items and/or suspensions may have their borrowing privileges limited at the discretion of local LRC administration.

Circulation Policy

Amount of Resources to be Borrowed

First-Time Borrowers may borrow 4 resources (1 kit and 3 books) from any LRC location.

Upon return of initial resources, members in good standing may borrow:

- **LRC-North:** 12 items
- **LRC-North Satellite:** 11 items (3 materials, 4 professional books, 4 student books)
- **LRC-Central:** 9 items (limit of 3 big book, 3 videos and/or 3 items from a single shelf)
- **LRC-South:** 4 items (3 kits and 3 books)

Borrowing Period

- Resources **MUST BE** returned to the LRC from which they were originally borrowed
- Resources **CANNOT** be returned by mail
- LRC is not responsible for any damage or injury as a result of using our resources
- **LRC-Central and LRC-Van Resources**
 - Resources may be borrowed for a six week period (42 days) with ***no renewal option***
- **LRC-North, LRC-North Satellite and LRC-South**
 - Resources may be borrowed for a three week period (21 days)
 - Unreserved resources may be renewed, either in person or by phone, for an additional three week period

Alexandria Library System

Please refer to the **LRC Alexandria User's Guide** for specific information regarding the day-to-day use of the Alexandria Library System.

Fines

- A fine of five cents (\$.05) per working day is charged for each overdue material with a maximum charge of two dollars (\$2.00) per item
- An amnesty period is offered twice a year by all LRCs to encourage the return of outstanding/overdue items with no fines collected
 - Amnesty is offered during the months of January and June.
- Fines collected for overdue, damaged or lost resources will be used to replace the resources

Overdue Notices

A written notice (U.S. mail or email) will be sent when resources are **2 weeks overdue**.

Phone calls may also be made at the discretion of local LRC staff.

Patrons with overdue items will be notified:

If items are not returned to the LRC within 30 days all borrowing and production privileges will be suspended until the resources are returned or a replacement cost is paid.

Bill for Resources

If there is still no response 30 days after the overdue notice is sent (approximately 45 days overdue) an official letter of suspension and a bill for the resources will be sent to the patron.

- The bill will list the original cost of the items plus postage and handling charges
- Documentation of suspension will be sent to the patron and also to the patron's supervisor (if applicable), as well as the LRC Statewide Coordinator, Office of Special Education Professional Development, at the New Jersey Department of Education
- A copy of the suspension letter will be kept at the local LRC
- Patron status will be updated in the Alexandria system to "Suspended"
- At this time, the overdue items should be **declared LOST** in the library system from the patron screen – this will add the cost of the LOST item to the patron screen and maintain the record in the patron's detail screen
- LOST items will remain in the system and can be restored to circulation upon return OR until a utility is run by an administrator to remove the items permanently
 - LOST resources should only be deleted from the system after they have been LOST for a minimum of 2 years
 - Lost resources can only be discarded and then removed from the system by approved LRC staff (see the *LRC Alexandria User's Guide* for additional details)

Lost or Damaged Resources

Resources borrowed from the LRC Network become the responsibility of the borrower.

If resources are lost or returned in damaged condition, the borrower will be asked to pay a repair or replacement fee. Even if the damage was caused by a student or colleague, ***the original borrower will be responsible for the repair or replacement costs.***

Borrowing privileges may be suspended until the resources are returned or the replacement cost is paid. Members who show a repeated pattern of overdue, lost or damaged items and/or suspensions may have their borrowing privileges limited at the discretion of local LRC administration.

- For damaged books and other media that can be repaired, patrons will be charged a repair fee
- For pieces of kits that can be replaced, patrons will be asked to pay the original replacement cost of the missing pieces including shipping
- If the lost pieces cannot be replaced and the material is rendered unusable, the patron may be asked to contribute to the full replacement cost of the material
- For lost or destroyed resources, patrons will be asked to pay the full original replacement cost of the material including shipping
- Replacement costs for lost resources may be refunded for up to six months after the final payment, provided the resources are returned in good condition and have not been reordered by the LRC
- Monies collected for damaged or lost resources will be used to replace the resources

Van Outreach

Van Policies

The LRC Network provides teachers with expanded access to LRC resources by delivering resources on-site to eligible schools throughout the state of New Jersey.

To qualify for the Van Outreach program, schools must:

- Be at least 15 miles from the nearest LRC location
- Have 6 participating member teachers serving students with disabilities
 - Including 1 teacher who will serve as the Van-Outreach Program coordinator for the school (Van Contact Person)
 - Each participating van teacher is required to have a current individual membership (\$2.00/year)
 - The patron policy for Van teachers will include a 6 week circulation rotation
 - Van Contact Persons will be responsible for all overdue, suspensions, and fines for Van Teachers at their school
- Complete a Van Contract with the local LRC (*Appendix E*)

Van services may be limited based on scheduling and accessibility factors.

Priority will be given to schools based on:

- The distance to the LRC (outside of a 30 mile radius)
- The number of students with disabilities who will be served
- The number of participating members
- The nature of the district's needs (limited resources)

Van Resources

- Resources taken from the LRC collection and stored on the van should be checked out to a Van Patron card for inventory purposes
- Resources may then be checked out to patrons at van schools and updated in the Alexandria system

Circulation

- Resources that circulate via the van can be borrowed for one van rotation (approximately 6 weeks) and cannot be renewed

Overdue Resources

- Resources are expected to be returned to the LRC Van at the next visit to the school
- Fines may be charged at the discretion of the Van Consultant in accordance with the LRC policy
 - Fines collected for overdue, damaged or lost resources will be used to replace the resources
- Bills for overdue resources (in accordance with the LRC policy) will be sent at the end of the current school year, or earlier, at the discretion the LRC Van Consultant

Monthly Reports

Van Consultants are responsible for providing statistical reports for Van usage each month (*Appendix F*).

These reports include:

Monthly Program Report:

- Circulation Statistics
- Patron Membership
- Patron Usage By District/Program

Correspondence to NJDOE:

- Mileage (weekly and monthly)
- Notification of motor pool repair services
- Notification of traffic violations

Van Consultant:

- Driver's license must be checked annually through a DMV status check for validity
 - A copy of the license should be kept on file at the local LRC
- No cell phone use – texting, phone calls, etc. – while driving
- No smoking while in vehicle
- Driver is responsible for a daily “vehicle check” to ensure safe operation
 - Any operational or safety concerns with the LRC Van should be brought to the attention of the local LRC administration immediately
 - Every effort should be made to ensure that the LRC van maintenance is up to date and all operational or safety concerns are rectified in an efficient manner
- Driver must dress in appropriate attire while representing the LRC
- Driver must act in an appropriate manner while representing the LRC
- Driver must follow and obey all traffic rules and abide the traffic flow near and on school property
- To insure the safety of students, the driver must secure a designated safe location for parking of the van on school premises

ALL LRC VANS MUST FOLLOW INSURANCE, REGISTRATION, MOTORPOOL, AND VIOLATIONS PROCEDURES REQUIRED FOR STATE OF NEW JERSEY VEHICLES.

STATE VEHICLE PARKING VIOLATION POLICY:

- It shall be the policy of the State to resolve (i.e., contest or pay fines against) all parking violations issued by any Federal, State, County or municipal court against any State-owned or leased vehicle.
- Drivers of State vehicles shall be responsible for resolving with the appropriate Court all parking violations issued against vehicles assigned to them. Drivers who fail to resolve such violations shall be subject to progressive disciplinary action.
- Agency heads shall be responsible for ensuring timely resolution of all violations issued against vehicles assigned to their agencies or employees. This responsibility includes but is not limited to identifying the driver and ensuring payment of fines. If the agency must pay a fine on a driver's behalf, the agency shall attempt to collect the full amount of the fine from the driver responsible for the violation.

Center Based Policies and Procedures

Patron Sign-in

- Patrons are required to sign-in when utilizing the LRC library or production center (*Appendix F*)
 - Sign-in sheets should include:
 - Patron name
 - Membership number
 - School and/or District
 - Position/Title
 - Preschool or 5-21
 - Center Usage
 - Production
 - Die Cuts
 - Lamination
 - Color Poster Printing
 - Borrowing/ Returning Resources
 - Computer/Internet

Operational Procedures

LRCs will post operating hours at local centers, in informational brochures, and online at LRC page on NJDOE website and on local website and/or Alexandria Explore Bar.

LRC Library Daily Opening Procedures

At the circulation desk:

- Turn on circulation and researcher computers and start Alexandria program
- Unlock cabinet/safe and replace cash drawer into register
- Count the drawer and initial the log as daily opener (\$100.00 paper and coins)
- Complete daily paperwork for membership, income and supplies/production accounts
- Complete daily deposits for accounts and submit daily using transmittal sheets
 - Keep one copy of reconciliation sheet with LRC paperwork
- LRC South only:
 - Daily deposits are made with EIRC Business Office
 - EIRC is responsible to deposit funds in the appropriate accounts regularly
- LRC Central, North, and North Satellite:
 - Twice Weekly deposits are made.
 - Exemption to Circular 12-02-OMB (date: when approved)
- Follow up on any voicemails left at the circulation desk extension

Equipment:

- Turn on laminators
- Turn on copier
- Turn on client computers
- Ensure production materials are adequately stocked for patron use
- Visually inspect all equipment and report any issues/concerns to supervisor

LRC Library Daily Closing Procedures

At the circulation desk:

- Change register operation to "Z out" (x1/z1) and press the total key
 - Put receipt with cash drawer
 - Run a second tape from the "Z" position selecting "." to clear register total
 - Discard second receipt
- Lock the cash drawer in cabinet/safe and sign the log
- Print the daily membership sheet for the next day
- Remove the client log sheets from the podium and file in binder at circulation desk
- Reset the circulation stamps for the next business day

Check Equipment:

- Log out of Alexandria and shut down all computers
- Shut down and unplug all laminators
- Turn off the copier
- Turn off the public computers

Check Facility:

- Check LRC conference room podium to be sure all equipment is turned off
- Lock closets, doors as needed
- Manually turn off any lights
- Initial closing logs
- Close LRC library doors and put out "Closed" signs (if applicable)

Additional Procedures

Due to the unique locations of the 4 LRC Network Centers, the following policies should be maintained at an individual center basis.

- Employee Sign-in/Attendance Records
- Collection resources – including ordering, maintaining, and processing
- Production supplies purchasing
- Record/document storage

Any additional procedures should be specifically communicated to local LRC staff and documented in a local LRC procedure manual or as an addendum to this guide.

Staff Meetings

Each LRC location conduct LRC Staff Meetings on a regular basis to inform staff of LRC, OSEPD and NJDOE information and policies

- Agendas and attendance of meetings should be documented and filed at the local LRC

LRC Network Staff Meetings

LRC Network Staff Meetings will be held as needed to inform staff of LRC, OSEPD and NJDOE information

Monthly Reports

At the beginning of every month statistical information from each LRC should be collected and reported by authorized staff on the NJDOE Program Management Report.

LRC Statistics

Collection and membership statistics generated from the Alexandria Library System and library documentation/forms should include:

- Patron Usage
 - Preschool
 - 5-21
- Membership
 - Preschool
 - 5-21
- Circulation Statistics
- Van Membership
 - Preschool
 - 5-21
- Van Circulation Statistics
- Production Statistics
- Accession
- Discards

LRC Financial Reports/EWEG

LRC Central, North and North Satellite

Local LRC administration will provide the following reports on a monthly basis:

Reports are to be sent to Robert Chumar in the Office of Accounting.

LRC South

EWEG reports are completed each month for both the Preschool and the 5-21 budgets

- Copies of purchase orders are maintained in an EWEG binder and in electronic spreadsheets and are organized by month
- A copy of the reports, used to determine the monthly expenditures, is sent to the LRC Statewide Coordinator for review and approval
- Upon approval by the LRC Statewide Coordinator, the EWEG reports are submitted
- A copy of the EWEG submission is provided to the EIRC business office for their records

***All LRCs should maintain a detailed account of the daily intake of monies.
This report should be filed monthly with the local LRC administration (Appendix G)***

Technical Assistance Log

Technical assistance provided to schools, districts, and individuals shall be documented and reported in the Program Management Report on a monthly basis (*Appendix H*).

Technical assistance can include, but is not limited to:

- District trainings, conference calls
- School based- trainings, conference calls
- Parent consultation
- Patron assistance, outside of normal library/production support

Production Services

Each LRC will be responsible for providing and maintaining a Production Service area for its members.

Production services should include, but are not limited to:

- Die Cuts
- Lamination
- Color Poster Printing
- Public Computers
- Photocopies/Printing

Production Supplies

- Production supply forms should be used by patrons when costs of production center materials totals more than \$1.00 (*Appendix I*)
 - Production supply forms will be used to calculate statistical information for monthly usage and banking reports
 - Forms should be maintained/stored at each local LRC in accordance with operational procedures
- LRC Members are welcome to bring in personal supplies to use in the LRC Production area at no charge when appropriate
- Appropriate production supplies should be stocked and available for sale at each center
 - Each LRC is responsible for maintaining and purchasing appropriate supplies for the production center
 - Supplies should include, but are not limited to:
 - Construction paper
 - Poster board
 - Lamination
- Monies generated through the purchase of production area supplies will be used to purchase new production supplies.

Children's Policy

The primary mission of the LRC Network is to assist parents, staff and agencies that provide services to students with disabilities. In this regard, the LRC welcomes children of all ages to visit the center with appropriate adult supervision.

Since many resources in the LRC may prove dangerous to small hands (e.g. sharp edges, choking hazards, etc.) or may be extremely valuable and easy to damage if not handled with care (e.g. iPads, computers), the following guidelines should be followed in regard to children in the LRC facility:

- Children should never be left unattended in any LRC facility
- LRC staff is not responsible for the supervision of children visiting the library
- The overall responsibility for the child's health, safety, and behavior at the LRC resides with the parent or responsible caregiver
 - Children age 14 and under should be in the *immediate vicinity of and in visual contact* of a parent or other responsible caregiver at all times while on LRC property
 - Children age 14 –17 should have a parent or responsible caregiver within the LRC library at all times
 - For the purpose of this policy, a responsible caregiver is the child's parent, guardian or a responsible person 18 years of age or older
- Parents and/or responsible caregivers will be held responsible for any LRC resources used in the LRC center by children in their care
 - Appropriate fines will be applied for damaged/lost LRC resources

Needs Assessment

Each LRC maintains a Needs Assessment form for public comment and suggestions (*Appendix J*).

Paper forms should be utilized within each center. Electronic/online forms may be utilized in addition if desired.

Needs Assessment forms should include, but are not limited to, the following:

- Position
 - Parent, Teacher (General or Special Ed), Preschool/Early Childhood Teacher, Child Study Team/LDTC, Administrator, Other
- How did you learn about the LRC?
- Reason for visiting the LRC
 - Borrowing Resources, Production, Professional Development, Computers/Internet, Color Poster Printing, Other
- Do you use the online Researcher to explore the LRC resources from home?
- I would be interested in visiting the LRC-South to learn more about...
- The following types of media are most effective with my classroom/staff/child and should be considered for purchase by the LRC-South in the future...
- Indicate any **questions/comments/concerns or recommendations** for new material(s) to be purchased for the center
- Have you incorporated any of the LRC created learning center ideas into your curriculum?
- Do you have the option to attend out-of-district trainings?
- Do you develop and provide trainings/workshops in your district?
- Please list up to 3 training topics in the area of special education (ages 3-21) that would help you as an educator/parent

Forms should be collated on a regular basis by designated LRC staff and data collected should be used to help inform training and purchasing decisions.

Purchasing Resources

The goal is for all LRCs to have relevant, standards-based resources on the shelves for LRC patrons to access.

- Resources should be considered for purchase by the LRC Consultant and /or Manager with input from staff and patrons (via Needs Assessment or other specific request)
- LRC Consultants, Specialists and/or Coordinator should approve all purchases for LRCs
 - Lists of approved resources should be shared across centers so that all LRCs may determine what approved resources to add to their collection

Shelving Resources

Resources should be shelved in the local LRC with input from the LRC Consultant and/or Manager

Discarding Resources

Resources should only be discarded in consultation with the LRC Consultant and/or local LRC administration.

- Records of discarded resources should be maintained for each LRC collection
- Please refer to LRC Alexandria Guide for additional information regarding discarding resources

LRC Staff

Each LRC will include personnel to assist in the day to day operation of the center (including library and production area) and ensure that directives from the NJDOE, NJOSEPD, and statewide LRC are efficiently and effectively implemented.

Statewide LRC administration is managed directly by the NJDOE.

The statewide LRC manager/coordinator will direct appropriate staffing for each individual LRC.

LRC Staff may include, but is not limited to:

Special Education Consultant

Preschool Consultant

Specialist

Manager

Education Planner

Instructional Materials Technician

Circulation Assistant

Van Consultant

LRC Conference/Training Centers

Room Reservations

Each LRC location has a conference/training room available for LRC and OSEPD trainings.

Each LRC location should designate one staff member to serve as conference room coordinator in charge of managing, reserving, and confirming use of the LRC Conference Room at that location.

- Requests for use of LRC Conference Room may be made by phone, fax, or email to the conference coordinator
- The conference room coordinator will confirm availability of the room with the Special Education Consultant or LRC Manager/Coordinator of that location
- If the date and space are available, a "Room Reservation Form" or an "Application for Use Form" will be faxed/emailed to the requester (*Appendix K*)
 - This form should include information regarding table set-up, technology options, material request, policy, etc.
- The application and policy forms must be completed, signed and returned to the LRC in order to confirm the registration
 - If the meeting/workshop is cancelled, the LRC should be notified so that the date can be freed for other groups requesting space.

Priority on LRC Conference Room reservations should be given to LRC Network workshops and other NJDOE/OSEPD projects.

Conditions and Assurances for the Use of Space

- The individual and/or organization requesting space is responsible for the proper care and use of all LRC property
 - All LRC facility space must be returned to the condition found by the requester. This includes clean-up of catering and return of materials
- All facility arrangements (i.e. room arrangements, equipment, refreshments) must be made by individual and/or organizations requesting space
- LRCs must be notified if caterers are requested or have been contracted
- Use of LRC facilities will only be granted during daily hours of operations (see individual center for specific hours)
- Smoking is prohibited in all areas of the LRC
- The LRC Network, OSEPD and the NJDOE are to be held harmless from any and all losses and expenses arising out of personal injury, including death, or property damage, and including legal fees arising out of the activity

Equipment and Supplies

- During use of space all non-LRC requesters will be responsible to pay established LRC fees for services such as photocopying and production services unless waived by authorized staff
- Non LRC requestors should supply their own workshop materials (i.e. markers, post-its, scissors, etc.)
- NJDOE/OIT acceptable use and policies will be in effect at all LRCs

Registrar

Each LRC location should designate one staff member to serve as Registrar.

- The LRC Registrar will be responsible for all workshop related registration, attendance, organization, confirmations, and PD certificates
- The LRC Registrar will also be responsible for maintaining records of trainings/workshops, including, but not limited to, attendance and workshop materials

Certificates

Professional development certificates should be provided for all LRC workshop attendees (*Appendix L*).

Certificates should include:

- Location of workshop
- Title of workshop
- Presenter(s) name(s)
- Date of workshop
- Attendee's name
- Name of Professional Development Provider
 - New Jersey Department of Education, Office of Special Education Programs
 - EIRC (LRC-South ONLY)
- Professional Development Provider Number
 - NJDOE OSEPD – 1538
 - EIRC – 31 (LRC-South ONLY)
- Professional Development hours earned
- Signature of Provider of PD hours
 - OSEPD or LRC Director
 - EIRC Director (LRC-South ONLY)

LRC Orientations/Overview Sessions

Orientations to the LRC library focus on the resources and services provided by the center.

- Orientations may be scheduled for school district staff, agency staff, and professors and pre-service students at local colleges/universities
- Orientations to the LRC library will be scheduled through the LRC Manager/Education Planner
- In the event that there are multiple requests from college/university professors, a letter will be sent to the department chairperson to ask for their assistance in scheduling to help insure that there isn't redundancy of visits for students
- Requestors will be sent an Orientation Request Form to complete and return prior to the orientation (*Appendix M*)
- Orientations are conducted by appointed library staff and generally last 45 minutes to an hour

General Overview

- The location of the orientation overview will be based on the size of the group (conference room, small meeting area within the library, offsite location) and will include:
 - Packets will be created for distribution to the attendees and will include:
 - LRC brochure
 - Membership card
 - Overview of the LRC network
 - Circulation policy
 - Center hours of operation
- If appropriate, a tour of the library will be conducted and will include:
 - Set up/organization of the library resources
 - General use of the Researcher to locate items
 - Overview of the Production Area
- Staff will assist participants who want to obtain LRC memberships

LRC Work Sessions

LRC Work Sessions are conducted to provide groups the opportunity to work together utilizing the library resources.

- Work Sessions may be scheduled for school district staff, agency staff, and professors and pre-service students at local colleges/universities
- Work Sessions will be scheduled through the LRC Manager/Education Planner- space permitting
- Requestors will be sent a Work Session Request Form to complete and return prior to the Work Session (*Appendix M*)
- Work Sessions are conducted by the visiting group under the supervision of the library staff and generally last 2-3 hours
- The location of the work session will be based on the size of the group (conference room, small meeting area within the library).
- Examples of work sessions may include:
 - Review of assessment tools
 - Professional development/ PLC meetings
 - Specific assignments to research a topic using the LRC resources (pre-service educators)

Assessment Review

The Learning Resource Centers will purchase assessment materials to be made accessible for local districts, Child Study Team members, and college-based education programs to review.

- Assessment materials should only be made available to educational professionals who make prior arrangements with the LRC (*Appendix N*)
- Materials should be made available at a location within the LRC
 - Assessment materials should NOT be checked-out
- A sample protocol should be included for the assessment review
 - Assessment protocols should be labeled/stamped as “*SAMPLE*”
 - Protocols should not be photocopied
- Assessments ARE NOT to be used/provided for individual consultants to assess students/clients
- Assessments should NOT be provided to parents
- College/University professors who wish to have students examine assessments as part of relevant course work (i.e. *Curriculum and Assessment* course) should make arrangements with the local LRC to preview the assessments in the LRC library and/or conference room



Appendix

Patron Sign-in Template

LEARNING RESOURCE CENTER-SOUTH PATRON SIGN-IN LOGDATE _____ DAY OF WEEK _____ PAGE _____

Use of the library and resources is a privilege of LRC membership. Thank you.

*Position= (A) Administrator (T) Teacher (P) Parent (S) Student (R) RAC Staff (O) Other

----- LRC PRODUCTION SERVICES -----

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Membership Card Template (Front)

Membership Card Template (Back)

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Appendix C

Circulation Policy

LEARNING RESOURCE CENTER - SOUTH CIRCULATION POLICY

MEMBERSHIP

Access to LRC Services requires that all members **must** have their membership card in their possession. Adults (18 years or older) are eligible to become members of the Learning Resource Center (LRC).

The membership period will run for twelve consecutive months from the date of issue. An annual fee of \$2.00 per person is charged for access to all services available at all the LRC sites. Membership application requires driver's license.

CIRCULATION

Amount of Materials

First time borrowers may take out one (1) kit and three (3) books. Thereafter, members may take out three (3) kits and three (3) books upon return of their first materials.

Length of Borrowing Time

General loan materials may be borrowed for a three week period. Unreserved materials may be renewed, either in person or by phone, for a three week period.

Please have your membership number when you call to renew your materials.

LRC is not responsible for any damage or injury as a result of using our materials.

Materials CANNOT be returned by mail.

OVERDUE MATERIALS

Fines:

A fine of five cents (\$.05) per working day is charged for each overdue material with a maximum charge of two dollars (\$2.00) per item.

Overdue Notice:

A written notice (U.S. mail or email) will be sent when materials are 2 weeks overdue.

Bill for Materials:

If there is still no response 30 days after the overdue notice is sent an official letter of suspension and a bill for the materials will be sent to the client. The bill will list the original cost of the items plus postage and handling charges.

A copy will also be sent to the client's supervisor as well as the LRC Statewide Coordinator, Office of Special Education Professional Development, at the New Jersey Department of Education.

Members who show a repeated pattern of overdue, lost or damaged items may have their borrowing privileges limited at the discretion of local LRC administration.



LOST OR DAMAGED PIECES

Materials borrowed from the LRC Network become the responsibility of the borrower. We ask that you use and store the materials as carefully as possible. If materials are lost or returned in damaged condition you will be asked to pay a repair or replacement fee. Even if the damage was caused by a student or colleague, the original borrower will be responsible for the repair or replacement costs.

Borrowing privileges may be suspended until the materials are returned or the replacement cost is paid.

- For damaged books and other media that can be repaired, clients will be charged a repair fee
- For pieces of kit that can be replaced, clients will be asked to pay the original replacement cost of the missing piece including shipping.
- If the lost pieces cannot be replaced and the material is rendered unusable, the client may be asked to contribute to the full replacement cost of the material.
- For lost or destroyed materials, clients will be asked to pay the full original replacement cost of the material including shipping.
- Replacement costs for lost materials may be refunded up to six months provided the materials are returned in good condition and have not been reordered by the LRC.

CHILDREN'S POLICY

Since many materials in the LRC may prove dangerous in small hands or may be easy to damage if not handled with care, the following guidelines should be followed in regard to children in the LRC facility:

- Children should never be left unattended in any LRC facility
- Library staff is not responsible for the supervision of children visiting the library
- The overall responsibility for the child's health, safety, and behavior at the library resides with the parent or responsible caregiver
 - Children age 14 and under should be in the immediate vicinity of and in visual contact of a parent or other responsible caregiver at all times while on LRC property
 - Children age 14-17 should have a parent or responsible caregiver within the LRC building at all times
 - For the purpose of this policy, a responsible caregiver is the child's parent, guardian or a responsible person 18 years of age or older
- Parents and or caregivers will be held responsible for any LRC materials used in the LRC center by children in their care
 - Appropriate fines will be applied for damaged lost LRC materials

LEARNING RESOURCE CENTER SITES

LRC - North - East Orange, NJ (973) 414-4491
LRC - North Sat - Morris Plains, NJ (973) 631-6345
LRC - Central - Trenton, NJ (609) 633-8893
LRC - South - Blackwood, NJ (856) 582-7000 ext 165

Appendix D

Daily Membership Sheet Template

4/6/16

Membership Number	Name	RAC PSH	RAC Van	RAC Reg.	PSH	VAN	REG

Appendix E

Van Contract Sample

LEARNING RESOURCE CENTER-SOUTH VAN OUTREACH PROGRAM

LEARN WHAT'S AVAILABLE WITH THE LRC-SOUTH VAN OUTREACH SERVICE

The Learning Resource Center-South houses an extensive collection of materials (professional books, training resources, activity books, and videocassettes/DVDs) to support all areas of the general education curriculum.

VAN OUTREACH SERVICE I:

The LRC van will deliver instructional materials to a contact person within the school. The materials are items that have been selected and ordered for staff and parents by the contact person via phone, fax or e-mail. To utilize this service, schools must provide a contact person who will be responsible for the receipt, distribution, and timely collection of borrowed materials. Van visits are scheduled once every six weeks. Renewals will not be permitted.

Web access is now available to search the resources in the LRC-South library. Go to www.state.nj.us/education/lrc/genfo.htm, scroll down to Learning Resource Center - South and click on Search/Browse the Library.

VAN OUTREACH SERVICE II:

The LRC van will park at a designated site at your school for a fixed period of time based upon the amount of members. The van is a walk-on vehicle containing resources from the LRC-South library that may be borrowed by staff and/or parents of students with disabilities who sign-up for van memberships. The van visits are scheduled once every six weeks. Renewals will not be permitted.

A COMBINATION OF BOTH SERVICES MAY BE REQUESTED

VAN REQUIREMENTS:

1. The school/program must provide direct services to students with disabilities and be located at least 15 miles from LRC-South.
2. The school/program must designate a contact person housed in a school district, or program office to be responsible for the collection of materials prior to scheduled van pick up.
3. In order to continue as a van outreach school, the service must be used adequately. We require a minimum of six borrowing members per site each borrowing visit. Van service may be suspended based upon low usage.
4. Current LRC membership cards must be obtained by each participating staff member or parent prior to borrowing materials (\$2.00 annual fee).
5. To ensure the safety of the children and staff at your school, an area must be designated for the van parking that ensures sufficient room for the van to maneuver, away from areas where children have access. Due to the size of the vehicle, we will not be able to go into parking areas or side streets that are too small/narrow for the size of the van. Ideally, a large parking area away from playgrounds or areas where students have access or an area designated for bus parking/drop-off would be the best location.

2013-2014 LRC-SOUTH VAN OUTREACH CONTRACT

County _____ District _____

School/Program Name _____

School/Program Address _____

School/Program Phone _____ Ext. _____

Total Population of School _____ Number of Classified Students _____

Chief School Administrator _____ Phone _____ Ext. _____

Responsibilities of Contact Person:

Van Outreach Service I: Responsible for posting of van notice, ordering materials, receiving materials, distribution of borrowed materials and timely collection of borrowed materials.

Van Outreach Service II: Responsible for posting of van notice and arranging van visits.

Contact Person Information:

Name _____ Position _____

Address _____

Phone _____ Ext. _____ e-mail address _____

Van Parking Location: _____

- Check one: ☐ Van Service I
☐ Van Service II
☐ Combination of both

Determination of a service schedule will follow receipt of this agreement.

I HAVE READ THE ABOVE AND FULLY UNDERSTAND THE TERMS OF THIS AGREEMENT.

SIGNATURE OF CHIEF SCHOOL ADMINISTRATOR

Date

SIGNATURE OF VAN CONTACT PERSON

Date

Please complete and return this signed contract by September 24, 2013 to:

Jason Verdone
LRC-South at EIRC
107 Gilbreth Parkway, Suite 200
Mullica Hill, NJ 08062
Fax 856-582-4323

Appendix F

Monthly Van Reports

C94-00085 /b

STATE OF NEW JERSEY • DEPARTMENT OF EDUCATION Administration

WEEK ENDING		WEEKLY MOTOR VEHICLE USE RECORD										VEHICLE LICENSE NUMBER	
DRIVER NAME (if individually assigned)		HOME ADDRESS:		CITY		ACCOUNT NUMBER #:		DIVISION:		OFFICIAL DUTY STATION:			
SS#	DATE	ODOMETER READING		TOTAL BUSINESS MILES	TOTAL COMMUTING/ INCIDENTAL MILES	# OF ONE WAY COM. MILES	FROM	DEPARTURE TIME	TO	ARRIVAL TIME	PURPOSE OF TRIP AND NAME OF DRIVER IF POOL VEHICLE	LOCATION WHERE VEHICLE WAS STORED OVERNIGHT	NAME OF ANY COMMUTING PASSENGERS
		START	FINISH										
	MON.												
	TUES.												
	WED.												
	THUR.												
	FRI.												
	SAT.												
	SUN.												
TOTAL MILEAGE FOR WEEK													
		TOTALS											
		SIGNATURE											

Appendix G

Monthly Financial Reconciliation Form Template

Monthly Financial Reconciliation Form										May 17		Completed By:	
Date	Total	Copies	Fines	Laminate	Member	Mk and Tk	Checks	Cash	Total	= / + / -			
5/1/2017	\$0.00								\$0.00				
5/2/2017	\$0.00								\$0.00				
5/3/2017	\$0.00								\$0.00				
5/4/2017	\$0.00								\$0.00				
5/5/2017	\$0.00								\$0.00				
5/8/2017	\$0.00								\$0.00				
5/9/2017	\$0.00								\$0.00				
5/10/2017	\$0.00								\$0.00				
5/11/2017	\$0.00								\$0.00				
5/12/2017	\$0.00								\$0.00				
5/15/2017	\$0.00								\$0.00				
5/16/2017	\$0.00								\$0.00				
5/17/2017	\$0.00								\$0.00				
5/18/2017	\$0.00								\$0.00				
5/19/2017	\$0.00								\$0.00				
5/22/2017	\$0.00								\$0.00				
5/23/2017	\$0.00								\$0.00				
5/24/2017	\$0.00								\$0.00				
5/25/2017	\$0.00								\$0.00				
5/26/2017	\$0.00								\$0.00				
5/29/2016	\$0.00								\$0.00				
5/30/2016	\$0.00								\$0.00				
5/31/2016	\$0.00								\$0.00				
TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			

Appendix H

Technical Assistance Form Template

New Jersey State Department of Education
Office of Special Education Professional Development
Learning Resource Center – South
200 College Drive, Blackwood, NJ 08012

TECHNICAL ASSISTANCE LOG

TA Requested By: _____ Date of Request: _____

District/Organization: _____ County: _____

Request Obtained Through: () Phone () Email () Mail () LRC Walk-in

Contact

Person _____

Phone: _____ Email: _____

Topic _____ Audience: _____

TA Provided To: () Teacher () Administrator () Related Service Personnel

() Parent () Student () Other _____

Description of TA Provided:

Additional Comments:

Appendix I

Production Form Template

LRC-S PRODUCTION AREA SUPPLIES PURCHASES

Please fill out when spending \$1.00 or more

NAME: _____ DATE: _____
 LRC MEMBERSHIP # _____ PRESCHOOL Y/N _____ RAC Y/N _____
 DISTRICT: _____ SCHOOL: _____

ITEM	COST	AMOUNT USED	TOTAL
LAMINATION (SEE BACK TO CALCULATE)	.25/FOOT	_____	_____
BADGE-A-MINIT BUTTONS	.50 EACH	_____	_____
BINDING	.60 EACH	_____	_____
BOARDMAKER PRINT OUT	.40/SHEET	_____	_____
COMPUTER PRINT OUT (B&W)	.10/SIDE	_____	_____
COMPUTER PRINT OUT (COLOR)	.30/SIDE	_____	_____
COLORED ENVELOPES/FILE FOLDERS	.25 EACH	_____	_____
CONSTRUCTION PAPER	.10/SHEET	_____	_____
CRAFT PAPER	.25/YARD	_____	_____
FUN FOAM	.25 EACH	_____	_____
GLUE STICK	.50 EACH	_____	_____
PHOTO COPIES (B&W – SINGLE SIDED)	.05/PAGE	_____	_____
" (B&W-DOUBLE SIDED)	.10/PAGE	_____	_____
" (COLOR – SINGLE SIDED)	.10/PAGE	_____	_____
" (COLOR – DOUBLE SIDED)	.20/PAGE	_____	_____
POSTER BOARD	.60/SHEET	_____	_____
POSTER, SMALL (B&W)	1.50 EACH	_____	_____
" SMALL (COLOR)	2.50 EACH	_____	_____
POSTER, LARGE (B&W)	3.00 EACH	_____	_____
" LARGE (COLOR)	5.00 EACH	_____	_____
VELCRO (SMALL DOTS)	.10/SET	_____	_____
VINYL STATIC CLING SHEETS	.75 EACH	_____	_____
OTHER: _____	_____	_____	_____

WE ACCEPT CASH OR CHECK.

TOTAL: _____

PLEASE MAKE CHECKS PAYABLE TO **ELRC/LRC**

THANK YOU! THE LRC STAFF ☺

Appendix J

Needs Assessment Template

LRC-S Needs Assessment 2015-2016

In order to help us plan and improve services for parents & educators serving students with disabilities in our area, we are asking you to identify your own specific needs. Please complete the following questionnaire and return it to us as soon as possible. Thank you for your input!!

POSITION (please check all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Parent | <input type="checkbox"/> General Education Teacher | <input type="checkbox"/> Child Study Team Member |
| <input type="checkbox"/> Preschool/Early Childhood Teacher | <input type="checkbox"/> Special Education Teacher | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> RAC Staff | <input type="checkbox"/> Administrator | |

How did you learn about the LRC-South? _____

I visit the LRC-South for... (please check all that apply):

- ☐ Resources ☐ Production Center (laminator, die cuts, etc) ☐ Color Poster Printing ☐ Learning Centers
- ☐ Computers/Internet ☐ BoardMaker ☐ Professional Development/Workshops ☐ Other: _____

I would be interested in visiting the LRC-South to learn more about:

- ☐ Educational Apps ☐ Interactive Whiteboard ☐ Educational Technology ☐ Other: _____

LIBRARY RECOMMENDATIONS

The following types of media are most effective with my classroom/staff/child and should be considered for purchase by the LRC-South in the future:

- | | | |
|--|---|--|
| <input type="checkbox"/> DVDs | <input type="checkbox"/> Educational Kits (manipulatives) | <input type="checkbox"/> Assistive Technology for: |
| <input type="checkbox"/> Professional books | <input type="checkbox"/> Music CDs | <input type="checkbox"/> Visual Impairments |
| <input type="checkbox"/> Books
(Big Books, activity books, story kits, etc) | <input type="checkbox"/> Books on CDs/Audio Books | <input type="checkbox"/> Sensory Impairments |
| <input type="checkbox"/> Games | <input type="checkbox"/> Curriculum Kits | <input type="checkbox"/> Auditory Impairments |
| | | <input type="checkbox"/> Gross Motor Kits |

In the area below, please indicate any questions/comments/concerns or recommendations for new material(s) to be purchased for the center. (If recommending materials please indicate specific book titles/authors, topic areas, purchase etc shapes, etc):

WORKSHOPS/TRAININGS/PROFESSIONAL DEVELOPMENT

- | | | |
|---|---------|--------|
| Have you incorporated any of the LRC created learning center ideas into your curriculum? | YES | NO |
| Do you have the option to attend out-of-district trainings? | YES | NO |
| Do you develop and provide trainings/workshops in your district? | YES | NO |
| Do you visit the LRC-South website at www.eirc.org for information and ideas? | YES | NO |
| Have you searched the LRC South library and/or Explore Bar online? | YES | NO |
| How do you prefer to receive information regarding workshops? (circle one) | US Mail | E-mail |

WORKSHOPS:

Please list up to 3 training topics in the area of special education (ages 3-21) that would help you as an educator/parent.

1. _____ 2. _____ 3. _____

Please return completed survey to the LRC-South desk or send to:
Julie Kratchman, Manager LRC-South at EIRC @ julie.kratchman@doe.state.nj.us

Appendix K

Room Reservation Form Template



Learning Resource Center – South @ **EIRC**

200 College Drive
Wolverton Library, 3rd Floor
Blackwood, NJ 08012
856-582-7000 ext 165
Fax 856-582-4323

LRC-SOUTH TRAINING CONFERENCE ROOM RESERVATION FORM

Please complete and return **ASAP** to: Judi Kibelstis at LRC-South
judith.kibelstis@doe.state.nj.us 856-582-7000 x162 Fax 856-582-4323

In the event of cancellation, please contact ASAP.

TRAINING TITLE: _____

DATE(S): _____ TIME: _____

ROOM REQUESTED: _____ GEMINI (CAPACITY: 30) _____ OTHER: _____

PRESENTER(S): _____ PHONE/EMAIL: _____

NAME OF ORGANIZATION: _____

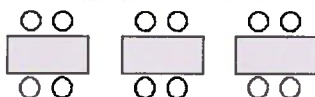
PERSON REQUESTING ROOM: _____ PHONE/EMAIL: _____

TRAINING ROOM SET-UP

Anticipated Number of Attendees: _____

Table Arrangement:

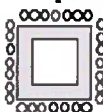
___ Table Groups # _____ per group (4 recommended)



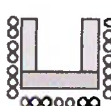
___ Classroom



___ Hollow Square



___ Open "U"



___ Special Request: _____

MATERIALS REQUESTED:

- ___ Laptop Computer
- ___ Projector & screen
- ___ Flip Chart w/ Markers
- ___ Elmo (Document camera)
- ___ Microphone
- ___ Other: _____

Requester is responsible for the proper care and use of all LRC/EIRC property.

FOOD SET-UP

Sodexo @ Camden County College
Rich Levine, Manager
(856) 374-4965
Sodexo@camdencc.edu

Please mention this is an EIRC event

___ Breakfast ___ Lunch ___ Dinner

Food will be set-up in the back of meeting room.

*For LRC/EIRC information only.
Food ordering, confirmation, and delivery specifications are the responsibility of the requester.*

*Please check website for directions and inclement weather notifications – www.eirc.org
LRC/EIRC shall be held harmless for loss, expenses, and/or injury from use of facilities or equipment.*

Appendix L

Certificate Samples

Professional Development Documentation	
Name of Provider:	New Jersey Department of Education, Office of Special Education Programs
Provider/District Registration Number:	1538
Educator's Name:	_____ <i>Signature of Educator</i>
Title of Professional Development Activity:	The Power of Engagement and Motivation (Grades 3-6)
Description of Professional Development Activity:	Specific strategies were presented to educators in the training that promote group interaction, spark motivation, address students as active learners, and allow students to take ownership of learning.
Date:	July 27, 2015
Location:	Learning Resource Center Central, Trenton
Presenter(s)/Facilitator(s):	N.J. Department of Education, Office of Special Education Programs, Learning Resource Center Project
Number of Actual Professional Development Hours:	5 hours
I certify that the above named educator accrued the indicated number of Professional Development hours.	
_____ <i>MaryAnn Joseph</i> (Signature of Presenter/Provider)	

Certificate of Completion		
EIRC/Learning Resource Center – South		
South Jersey Technology Park Samuel H. Jones Innovation Center, Suite 200 107 Gilbreth Parkway, Mullica Hill, New Jersey 08062 856-582-7000		
Awards 5 professional development credit hours to the training participant signed below in accordance with criteria and guidelines established by the New Jersey Department of Education for preparation & presentation of:		
SUMMER LEARNING LABS 2015: The Power of Engagement and Motivation, (Grades 3-6)		
Sponsored by the New Jersey Department of Education, Office of Special Education Programs		
awarded to:		
Date: July 28, 2015	Charles M. Ivory, Ed.D., Executive Director – EIRC Professional Development Provider #31	Presenters: MaryAnn Joseph, and Lynda Fote

Appendix M

Orientation/Work Session Template



Learning Resource Center – South @ EIRC
200 College Drive
Wolverton Building, 3rd Floor
Blackwood, NJ 08012
856-582-7000 ext 165

Orientation/Work Session Request

School: _____

Director/Professor's Name: _____

Phone: _____ Email: _____

Date Requested: _____ Time Requested: _____

Number Attending LRC Session: _____ Number of Current LRC Members: _____

Please select session requested:

- _____ **Orientation** – Recommended for first time visitors, new education students and/or staff members. This is an approximately 45 minute session which provides an overview of the LRC Network and an orientation of the LRC-South library and resources.
This session is led by a member of the LRC staff with school directors and/or class professors on hand to assist with topic/class specific inquiries.

Class Title: _____

____ Early Childhood ____ Elementary ____ Secondary ____ Other

- _____ **Work Session** – Recommended for students and staff who have already participated in a general orientation. During work sessions, work space is reserved in the LRC-South library or conference room for students and/or staff to access resources and work in the center.
Sessions should be directed by the school administrator or class professor with a specific assignment or goal in mind.
LRC staff will be on hand to assist as needed. In preparation for the session, materials related to the Goal/Topic may be requested for use in the session.

Goal/Topic: _____

Additional Requests: _____

All requests are subject to availability.

*Please email completed for to Julie Kratchman, LRC-South Manager,
at Julie.kratchman@doe.state.nj.us for confirmation.*

LRC Use Only
Confirmation _____ Location _____ Staff _____

Appendix N

Assessment Request Template



Learning Resource Center – South
200 College Drive
Blackwood, NJ 08012
856-582-7000 ext 165

Request for Professional Preview of Assessments

The LRC-South maintains a collection of assessments for on-site professional preview. Assessments generally include an administrator's handbook and sample protocol. On-site preview requests can be approved by the Special Education Consultant, Preschool Special Education Consultant and/or LRC-South Manager.

Name: _____ Date _____

Phone: _____ Email: _____

School: _____ Principal: _____

Position/Title: _____

Assessment Requested: _____

Reason for request:

Approved by _____ Date _____