

# **Library Loan Procedures**

## **Rural Transit Assistance Center Training Library**

CDs, DVDs, and Manuals

1. Call the Rural transit Assistance Center (RTAC) at 309/298-2141 to request training material.
2. Indicate by name and number the CD, DVD, or manual that is being requested.
3. RTAC requires the name of the person and agency making the request, address, telephone number, and the length of the loan. Normally, the loan period is 2 – 3 weeks, but more time is allowable.
4. RTAC will mail the training material to the agency making the loan request. RTAC pays the shipping postage.
5. The training material is to be returned to RTAC by the agreed upon date. Many of the CDs, DVDs, and manuals are in great demand, making it important to return the training material on time. If circumstances make it impossible to return the training material on time, please call RTAC to select a new return date. The agency borrowing the training material is responsible for the return postage to RTAC.
6. RTAC will update and distribute the list of training materials available when new material is obtained or outdated material is deleted.
7. Remember, please call any questions about the RTAC training library, or to request a current training material list to:  
Telephone: 309/298-2141 or E-mail: MR-Kreps@wiu.edu

Return address:  
Rural Transit Assistance Center  
Western Illinois University  
1 University Circle  
Stipes Hall 318  
Macomb, IL 61455