

Lending Library Materials are available to Minnesota residents only... September - June.

Check-Out Procedures

Please contact the library to reserve items well in advance of time needed.

- First-time patrons:
Prior to requesting materials, supply both work and home contact information to Jan Schmitt via fax (612/706-0811) or email, jan.schmitt@metroecsuo.org.
- Repeat patrons:
To request materials, call **Jan Schmitt, 612/638-1530**, or make requests via email, [**jan.schmitt@metroecsuo.org**](mailto:jan.schmitt@metroecsuo.org).
- A limit of 6 items may be borrowed at one time.
- Materials may be kept for 3 weeks unless special arrangements are made.

Return Procedures

- As your school/district is responsible for the replacement of damaged or missing equipment, contact Jan Schmitt at 612/638-1530 if you encounter problems with library materials prior to their return.
- Rewind audio and video tapes.
- Return items in padded mailing envelopes or pack in boxes. Envelopes/boxes must be either stamped or marked "library mail."
- Mail or deliver materials **to Metro ECSU, 3055 Old Highway 8, Suite 302, St. Anthony, MN 55418**. Office hours: **8am to 4:30pm, M-F**.