



Charles & Renate Frydman Educational Resource Center
College of Education & Human Services
3640 Colonel Glenn Hwy., 116 Allyn Hall
Dayton, OH 45435
(937) 775-2878
www.cehs.wright.edu/erc

ERC Courtesy Card Policy

The ERC Courtesy Card has been created to give area teachers access to ERC items for use in their classroom.

There is a limit of 5 items that may be borrowed from the ERC collection at any given time.

- WSU partnership schools or cooperative/placement schools have access to: textbooks, professional books, non-print items, vertical/education files, picture files/posters and items from the Dayton Holocaust Resource Center.
- Other teachers may have access to Dayton Holocaust Resource Center materials and will only be allowed access to that collection.

Note there are no borrowing privileges for reserve items, test files, equipment, software, reference, University Libraries materials (i.e. Dunbar Library, Lake Campus or WSU Affiliated Libraries) or OhioLINK.

Books circulate for 21 days; non-print items circulate for 7 days. Items may be renewed up to 2 times, providing the items are not overdue and there are no holds placed on them.

To apply for a Courtesy Card, teachers must present a letter on school letterhead signed by the principal. This letter should grant the teacher permission for borrowing privileges from the ERC and acknowledge that the school will be billed if items are lost or returned with negligent damage. If several teachers from a school would like privileges, each teacher must have a separate letter on letterhead.

ERC Courtesy Cards will be retained by the ERC; teachers will need to show their photo ID in order to check out materials.

The ERC Courtesy Card is valid only for the current school year, i.e. August 2010-June 2011. Teachers will be required to reapply for a card each year.

Questions regarding the ERC Courtesy Card should be directed to the ERC Director or the Media Resource Assistant at (937) 775-2878.