

Borrowing Procedures

What materials do you have in the Center?

To view available games, activities, and resource books, go to **Inventory** items in the search box. Also in the Center are children's books, chapter books and books in Spanish. If you don't find what you are looking for, call or email the Center.

How do I check out items from the Center?

Items can be requested in one of the following ways:

- Send an email to prc@middletowncityschools.com
- Call the Center at 513-420-4566 ext. 3309
- Visit the Center during walk-in hours

What information will I need to provide?

When requesting materials, please provide your name and contact information (phone or email), child's name, teacher, school, and grade level.

How long may our family keep the items?

Materials may be signed out for **two weeks** at a time.

How many items may I check out?

We ask that families limit the number of items to no more than two at a time.

How do I return an item?

- Return items to the Parent Resource Center at Highview 6th Grade Center
- Return items to child's teacher