**Specialized Communication Resources for Children**

**Adapted Book Library Information**

***Before you stop by:***

Make an appointment with us, so that we can plan our calendars to give you our full attention when you are at SCRC. Staff are usually available Monday through Friday between 8:30-3:30. Some special arrangements for extended hours can be made upon request.

Email ahead with information about your client and your material needs in order for us to prepare items for your consideration. Three weeks in advance is best. We can then set aside things for you to consider so you can maximize your time. We’re interested in your child’s diagnosis, developmental age, the target goals you have set for the child, their learning context/topic as well as the child’s likes and dislikes. This information would be of great assistance when we search through our materials in preparation for your visit. We can also “pre-check out” materials to make check out faster for you, if we have knowledge of what you are looking for.

***On the Day of your visit:***

When you arrive at SSCY please park in the ‘visitor parking’ area at the front of the building. There will be a ***cost***.

All visitors must report to the front desk. They will inform us of your arrival and we will come to greet you and escort you to our SCRC department.

Once you have chosen the materials that best meet your client’s needs you will take them to Yvonne Kash at the fron reception. She will sign them out to you. If it is your first time borrowing, you will be required to fill out a short application form similar to any public Library. Once you are in our loan system you will be able to borrow from various programs in SSCY Centre such as TOTS toys, SSCY Resource Centre, etc.

***Returns:***

Our standard loan agreement is for one month. You are welcome to call Yvonne to extend your borrowing time, or perhaps work that out with her before you leave. You are responsible for returning all the books and materials in good used condition. You are welcome to mail or courier your returns to us c/o Yvonne Kash. If you have a very large amount you may want to consider taking out insurance. Future borrowing privileges are based upon your borrowing history with us.

***Location:***

SSCY Centre

1155 Notre Dame Ave.

Winnipeg, MB

R3E 3G1

***Contact Information:***

Front reception desk 204-452-4311

Stephannie Motuz 204-258-6596 [stephanniem@rccinc.ca](mailto:stephanniem@rccinc.ca)

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