

Circulation

Students may check materials out of the Learning Resource Center only with special permission from an authorized instructor who is a registered member of the LRC using the Learning Resource Center authorization form. The form may be obtained in the Learning Resource Center or [online at the LRC website](#). Instructor assumes full responsibility for the items.

- Materials that may be checked out are assessment test kits, test file, instruments, books, and DVDs.
- Reference books cannot leave the Learning Resource Center.
- Materials may be checked out for a period of one week.

Two-Hour Reserve

- Materials may be placed on reserve in the Learning Resource Center by CHHS instructors.
- Reserve items will circulate for two hours in the Learning Resource Center, only.
- Instructors may take his/her reserve item to class but must return item to the LRC unless removing it permanently.

Copyright Laws

The Learning Resource Center will adhere to all copyright laws. WMU copyright policy link is located on the [Learning Resource Center website](#).