

#### **How to Order Media Online**

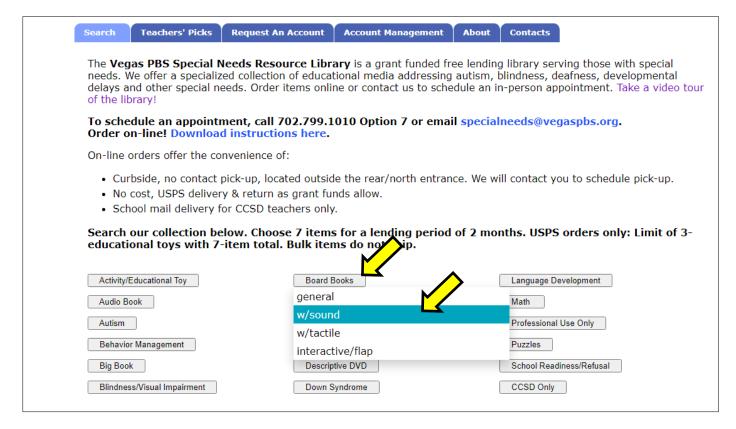
Online orders offer the convenience of scheduled, no contact pick-up and no-cost USPS shipment and returns (as grant funds allow). For CCSD teachers, school mail delivery is available. Please review attached policies.

Choose 7 items for a lending period of 2 months. USPS orders only: Limit of 3-educational toys with 7-items total. Bulk items do not ship.

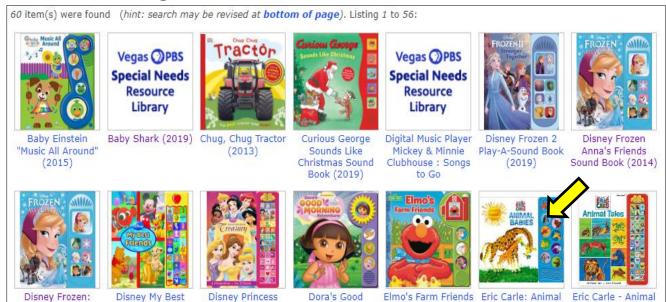
Go to: vegaspbs.org/special-needs/media

NOTE: To return here any time, select "search" tab.

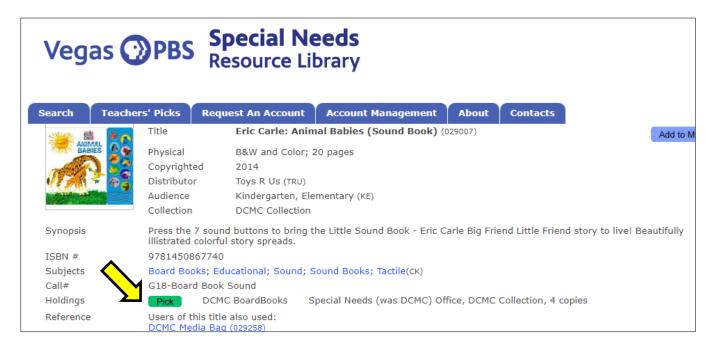
1. Search by collection. Select desired category in the drop-down menu.



## 2. Choose title image to view details.

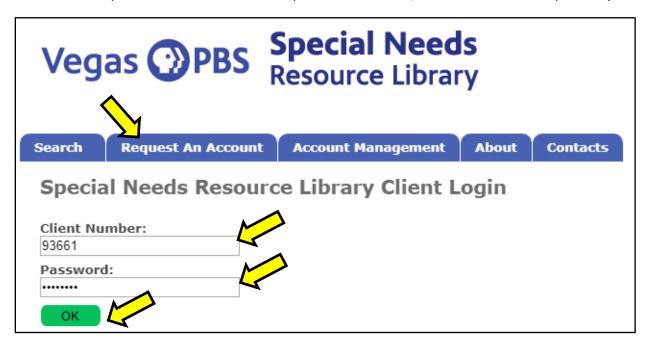


# 3. Choose "Pick" to select item for booking.



# 4. Enter client number and password. Select, "OK."

(If you do not have a client number, select, "Request Account" tab. Account information will be emailed to you within two business days. For assistance, call 702.799.1010 option 7.)



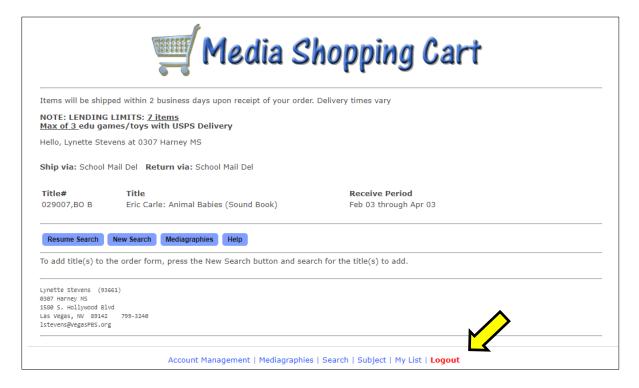
5. Media selected will appear in "Media Shopping Cart." Select "Resume Search" or "New Search" to pick additional media. When finished, select, "Delivery Mode" and then, "Test Availability."



6. Items available for shipment will appear with green check-mark. Select "Submit" to complete your order. Items not available "X" will not appear in the final order.



7. Confirmation of your order will appear on the final screen. You will receive email confirmation of items ordered. You may now Logout. We will contact you to schedule pick-up when your order is ready. USPS and school mail orders will ship within two business days.





# **Vegas PBS Special Needs Resource Library Shipping Policy:**

<u>As grant funds allow</u>, we ship a <u>TOTAL OF 7 ITEMS</u> free-of-charge (includes return shipping) with the following *LIMITATIONS*:

- Max QTY of 3 educational games/developmental toys
- Max QTY of 2 DVD's
- Max QTY of 1 Playaway
- Max QTY of 7 Books
- NOTE: We do not ship bulk items.



#### **LOSS POLICIES**

Vegas PBS Special Needs Resource Library is a grant-funded library solely serving special needs populations. We operate on an honor system. By creating an account, you agree to the following policies for

# **LOST/STOLEN/UNRETURNED ITEMS:**

## 1<sup>st</sup> Occurrence:

- Library privileges with <u>LIMIT of 5 items</u> will continue for in-person appointments only.
- Library privileges will be suspended for clients requesting delivery.
- If client volunteers to pay for items, full access resumes; 7 items max.

## **Each Reoccurrence:**

Payment of items required to resume library privileges.

### **DAMAGE BEYOND NORMAL WEAR AND TEAR:**

- Payment is required for items damaged <u>beyond normal wear and tear</u>.
  Library privileges will be suspended until payment is received. Please return damaged items to the library.
- Damage beyond normal wear and tear includes but is not limited to:
  - \*water damage
  - \*excessive parts/pieces missing
  - \*excessive tearing of book(s)
  - \*cracked CD/DVDs
  - \*materials defaced by marker/ink, etc.
  - \*damaged beyond repair