Welcome to the Imagine Resource Library!

Here you will find everything you need to know on how to access and utilize our community resource library!

Imagine's Resource Library is designed to provide access to specialized resources to all members of our community. It does so by making communication, technology, and assisted living devices accessible to those who are unable to otherwise try and experience them; thereby increasing their knowledge and experience with hopes to enhance the quality of life, literacy, and the specialty skills that are required for successful community living and employment.

Who is the Resource Library For?
The Imagine Resource Library specifically targets several known segments of our community:

- Persons with developmental and / or physical disabilities
- Unemployed and/or underemployed
- Community residents with home/health needs
- Organizations that assist the above listed community members

What does the Resource Library Provide?

The library will provide an individual the opportunity to use a computer with specialized software to support the needs of our target audience. In addition, the library will provide the opportunity to "check out" adaptive communication, technology, instructional materials, electronics, assistive products and media that may be used to enhance an individual's community living experience.

Specific instructions for use of all resources, including basic computer operation, will be provided in an introductory document. Unfortunately, the resource library is not staffed and Imagine personnel will not be able to assist you with support beyond the application and check out process.

Resource Library Check Out Process

There are two (2) separate aspects in using the Resource Library:

First: Using the computer and supportive software

The computer in the resource library is open to the public between the hours of 8am and 4pm Monday through Friday. The computer offers a large screen, a comfortable chair, a connection to the internet, a color printer, and the opportunity to utilize specialized software. (See resource list for specifics). A headset is provided for any activities where sound is desired.

It is not acceptable to use our computer and Internet access for purposes or activities contrary to state and federal laws, including the sending or displaying of material deemed obscene or pornographic by the courts. Failure to follow this standard may result in the loss of library privileges.

PROCESS

A schedule is posted on Imagine's website and on the desktop of the Resource Library computer for signing up to use the computer. Please check this calendar to ensure that the computer is available for the time you wish to use it. If the computer is available, make sure to sign yourself up during the time you plan to use the computer. <u>We request that you schedule no more than two hours of continuous use per day.</u>

Follow the directions on "How to Use the Computer" for basic computer instructions. If at any time you receive a warning of a virus or other potential computer issues, please stop using the computer and inform the individual at the reception desk.

If any hardware or software is broken or damaged due to negligence or inappropriate use, you will be charged for the cost of repair and may be denied further computer privileges.

Second: "Checking out" the resources available on the bookshelves

The resources available for check out are located on the bookshelves and/or area that makes up the resource library. Only one item may be checked out at a time. The items are available for check out as directed below:

Books/CD

➢ Two weeks (with the option to renew via phone for an additional two weeks)

Electronic/Technology/Adaptive Devices/Therapeutic Devices/Communication Devices

➢ One week (no exceptions)

PROCESS

An application packet must be completed and can be located in the bin labeled "Resource Library Usage Application". Please complete all sections of this application prior to your first check out. This application will include a list of all resources and the cost of replacement for any resources not returned in the condition they were checked out in. It will also explain that you are responsible for replacing any resource that is lost or stolen while checked out to you. When your application is complete, you may take the item you wish to check out and bring it to the Imagine reception desk. At this time, you will be asked to sign a document that notes the return date and your understanding of responsibility for the item you are checking out.   If there are specific directions for using the item you are checking out, you will be given a copy of them at this time.

When you return the checked out item, please go directly to the Imagine reception desk. Do not return the item directly to the resource library. The checked out item will be examined for damage and the document you signed declaring your responsibility will be signed by Imagine personnel with a note and signature that the item was returned in good working order.

Failure to follow the guideline above, return items on time, the return of damaged items, or difficulties resulting from inappropriate behavior or usage may result in your inability to continue using the Imagine Resource Library.