WELCOME TO THE
ASD STEP CENTER LENDING LIBRARY

PARENT CHECKOUT:

- Clients may have 3 items checked out at any given time (Only 1 item being a DVD/CD).
- Books may be checked out for 2 weeks.
- CD/DVD’s may be checked out for 1 week.
- Clients may request an extension by email or phone.
- Items may be extended a total of 2 times.
- Return items to the STEP Center.
- Late notices will be emailed once a month. Failure to return items may result in a suspension of STEP privileges.

ASD EMPLOYEE CHECKOUT:

- Clients may checkout 5 items at any given time (only 2 may be DVD/CD’s).
- Books may be checked out for 2 weeks.
- DVD’s/CD’s may be checked out for 1 week.
- Employees may extend items by emailing or calling the STEP Center.
- Items may be extended no more than two times.
- Return items via district mail or by person.
- Late notices will be emailed once a month. Failure to return items may result in a suspension of STEP privileges.

CLIENTS ARE RESPONSIBLE FOR REPLACING ANY ITEMS LOST, STOLEN, OR DAMAGED. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT US.

STEP CENTER HOURS AND LOCATION:
5530 E NORTHERN LIGHTS BLVD.
ANCHORAGE, AK 99504
MONDAY-FRIDAY 8-4 P.M.