

Halton Elementary Occasional Teachers' Lending Library

Rules for borrowing :

Requests can be made by e-mail to lendinglibrary@haltonot.ca or sent to the HEOT Office (no phone requests will be accepted)

Fill out request form downloaded from website www.haltonot.ca

Be specific about your titles.

Notification will be sent via CHATT when pickup is ready.

Maximum of 3 resources to be returned within a one month period.

Pickup at HEOT or arrange for pickup at a school of your choice.

Return via Board courier or in person to HEOT.

If your request cannot be filled immediately, your name will be put on a waiting list.

We will be asking for replacement costs of all lost or damaged resources.

Request Form

Date.....

Telephone numbers:

Home.....

Cell.....

Choose pickup site:

Name of School.....or

HEOT Office.....

Titles requested:

1.....

2.....

3.....