

OPC Resource Library Procedures

1. Go on OPC's website, under "Resources", then OPC's Clinical Resource Lending Library, and access the Excel spreadsheet which lists the resources available in the library.
2. If you see an item on the list of resources that you would like to borrow, please contact Paula Newman at 919-913-4133 or pnewman@opc-mhc.org , to coordinate a time to come to the OPC office, 100 Europa Drive, Suite 490, Chapel Hill, NC 27517, to borrow the item.
3. Up to two items can be borrowed at once (2 books, 2 DVDs, 2 videotapes, or any combination of two). The items will be loaned for 30 days. Borrowers will be charged a \$.10 per day fine per item for each day the items are overdue. Borrowers who establish a pattern of returning items more than 7 days late, will not be allowed to borrow items again for the remainder of the calendar year. A pattern is indicated by three (3) separate incidences of returning items more than 7 days late.
4. When you borrow the resources, Paula Newman will meet you in the OPC lobby with the resources and you will be asked to sign the items out by documenting the items borrowed, your name, your agency and your understanding of when the items are due back in the OPC Resource Library.
5. When it is time for you to return the items borrowed, please contact Paula Newman, 919-913-4133 or pnewman@opc-mhc.org , to coordinate a time to return the items. If you receive a message via phone announcement or email reply that Paula is not available and your item is due that week, please contact Senga Carroll, 919-913-4146 or scarroll@opc-mhc.org , to coordinate the return of the items borrowed.

OPC is excited to have the opportunity to provide you with resources that may enhance your knowledge about diagnoses, about medications, and about tools and techniques that can be used to address behaviors and symptoms of the diagnoses you encounter in your work. We appreciate the care and service you provide the consumers in Orange, Person, and Chatham counties and look forward sharing our resources with you to further your efforts in providing care.