

## Who We Are

The Central Massachusetts Center for Healthy Communities Resource Center provides an extensive collection of books, videos, curricula and other materials on a wide variety of prevention-related topics, including substance abuse, violence prevention, tobacco, media literacy, health and nutrition, body image, and parenting. Our focus is in science-based curricula, community mobilization, youth development and underage substance abuse prevention.



The materials are selected to meet the needs of prevention workers, such as educators, school health personnel, human services and health care providers, organizational leaders and others. However, the library is open to the general public and resources may be borrowed free of charge. A computer is also available by appointment for patron use.



central massachusetts center for  
healthycommunities

## Resource Center

*working to develop and sustain  
healthier and safer communities*



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healthycommunities

44 Front Street Suite 280  
Worcester MA 01608-1733  
Phone: 508-438-0515  
Fax: 508-438-0516  
[www.cmchc.org](http://www.cmchc.org)  
A Program of LUK Inc.

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## Visiting Our Library

It's helpful to visit our library to get a full understanding of the variety of resources we have available. You can review a curriculum, read a book, search the Internet, preview a video or look through a kit. Our staff can assist you in finding just the right materials!

### Resource Center Coordinator

Faye Fulone Sweeney  
Phone: 508-438-0515 x12  
Email: [fsweeney@cmchc.org](mailto:fsweeney@cmchc.org)

**Hours:** Monday through Friday  
8:00 a.m. to 4:00 p.m.

You are welcome to make an appointment to assure the complete attention of our staff.



### On-line Library Catalog

You can view all resources available at the Center by visiting [www.rhcweblibrary.org](http://www.rhcweblibrary.org)

## General Borrowing Procedures

1. Call library to reserve materials in advance (recommended but not required).
2. Fill out patron registration form.
3. Pick up material.
4. Return materials by due date.
5. If patron needs an extension, please call and check on availability.

## Loan Policy

All materials can be checked out for a 2 week period. Items are renewable by contacting our Resource Center Coordinator, Faye Fulone Sweeney. All materials are lent out free of charge. If additional time is needed please contact CMCHC before due date. *This will alleviate late charges being assessed.* You will be charged overdue fees of 25 cents per item per day if materials are kept past their due date.

## Damaged or Lost Materials

- Patron must report all damaged/lost materials to library staff.
- Patron is responsible for replacement/repair of damaged/lost materials.

## Alternate Drop-off Locations

If it is not possible for you to return borrowed materials to CMCHC in Worcester, you can drop them off at LUK, Inc. and Southbridge Community Connections. Call our library to check on the availability of the item(s) you want; our staff will work with you to determine the most efficient way to deliver materials. Whenever you request a loan, please plan ahead as far as possible.

LUK Inc. 545 Westminster St. Fitchburg MA 01420 <a href="http://www.luk.org">www.luk.org</a>	Southbridge Community Connections 61 Pine St. Southbridge MA
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**CMCHC makes every effort to keep the collection as up to date as possible. We value your suggestions for additions.**

## ADDITIONAL LIBRARY SERVICES

### Pamphlets (health fairs, special events, etc.)

- Patron should call in advance, especially when looking for bulk quantities.
- Resource library will fill requests when possible or direct individuals to other suppliers. (National Clearinghouse, CDC, American Lung Assoc., etc.)

### On-line health information searches

- Patron must fill out search request form, allowing for one-week process.
- Searches are provided free of charge.
- Patrons are limited to one search request per week.
- Internet usage is available for 30-minute blocks. Appointments must be made in advance with library coordinator.

### Photocopying

Patron is allowed 10 free photocopies with additional copies available at \$.10 per page. Cost of copying additional pages will be \$.05 if patron supplies their own paper.

