



CHILDREN'S RESOURCE & REFERRAL OF SANTA BARBARA COUNTY

Resource & Child Development Lending Library Policies

The purpose of the Resource & Child Development Lending Library is to make materials available that will enhance the knowledge & development of children, educators & parents in the community.

1. The Lending Library is open **Monday through Friday from 8:00 a.m. to 5:00 p.m.**
2. Items are available on a first-come, first-serve basis. Members may borrow up to **four items for two weeks at a time**. Items are renewable, if not reserved, for an additional 2 weeks. Videos, cassettes, CD's, and equipment may be checked out for two weeks at a time. A maximum of two audio-visual items may be checked out per library member, at one time.
3. One large item per library member may be checked at a time. Please ask for details on the items.
4. To reserve library items, a member can request to be placed on a waiting list and will be contacted when the item (s) are available to be checked out. **Reserved items will be held for 3 working days only.**
5. Items will need to be **returned clean and in proper working order**. Please rewind all videos and audio- tapes before returning.
6. I understand that Children's Resource & Referral Program will not be held liable for accidents or injuries incurred from the use of borrowed toys and materials. According to their developmental abilities, children should be monitored when using small objects and toys.
7. In the event that materials are not returned or damaged, the member is accountable:
 - a. **Pay the full cost (including shipping, handling and postage)**
 - b. **Pay for the repair of the item**
 - c. **Replace the item**

*Members will receive a phone call, if they have overdue or missing items. If the items are not returned an invoice will be sent my mail. Overdue items must be returned and the missing items paid/replaced before other items can be checked out. If an item is not returned, paid, repaired or replaced after two weeks of receiving the invoice you will loose privileges and will be denied from the lending library.

8. The R&R does not provide materials for die cut services. Construction paper, foam, felt and other materials are specifically designed for the die cut machine. We offer laminating for a low cost of .75 a foot. Drop off material to be laminated can be ready to pick up the next day.
9. The Children's Resource and Referral Program reserves the right to terminate or suspend members for just cause.

I have read and acknowledge the policies of Resource and Child Development Lending Library.

Signature _____ Date _____

If you have any questions or concerns please call 805.962.8988