



Toy and Resource Lending Library Guidelines

Each Item in the library represents a substantial investment and we ask that you please use them responsibly. At this time, library items are only accessible to parents/guardians who are affiliated with a MCSS and/or an ECD Program.

Membership: A Membership Registration Form must be completed and information kept current. Only the person on the membership registration form may borrow resources.

Lending

Library Hours: **By appointment only.**

Liability: The borrower assumes all responsibilities and liabilities that may arise in regard to the use of the resource library items.

Borrowing

Period: Maximum period of three weeks.

Limits: Maximum of 3 items may be borrowed at a time.

Checking Upon borrowing a resource, it is the borrower's responsibility to verify that all

Resources: items are in good repair and are accounted for. If there are any discrepancies, the borrower must notify the CCRR within 48 hours of the date borrowed or they assume responsibility for any missing or damaged items.

Resources: Resources must be used for **the appropriate ages of the children** and only **under supervision of a responsible adult.**

Damage: Periodically inspect items for damage. If damage is found return the items to the CCRR immediately.

Cleaning: All items are to be returned in good, **clean** useable condition. All toys are to be cleaned and disinfected. The inside and the outside of plastic containers must be wiped down.

Return of Resources All items must be returned on or before the due dates in their original containers as other members may be waiting for them. Chronic lateness will result in suspension of borrowing privileges. All items must be returned to the CCRR to be inventoried before being re-loaned to the next borrower. **Do not** lend out any library items to anyone.

Funded by the Ministry of Children and Family Development: Child Care Resource and Referral

Child Care Resource and Referral Family
33179 2nd Ave
Mission, BC v2v 1j9
(604) 826 6194

Parenting Place
7272 Morrow Road
Agassiz, BC V0M 1A2
(604) 796-0313