



### Lending Library Policies & Procedures

The Lending Library allows families and early childhood professionals to borrow materials such as books, toys, activity kits, and hardware to support early learning and development and quality of the learning environment. Materials are high quality, developmentally appropriate, represent a range of cultures, and are accessible to children with different developmental needs.

The Lending Library has the following policies and procedures in place:

- The Lending Library has a suggested donation of \$5 annually to maintain membership. Members who are categorically eligible (e.g., enrolled in WIC or Medicaid) may request to have their donation waived. Donations must be made via cash or card.
- Materials are to be borrowed for two weeks at a time and may be renewed for an additional two weeks via phone call. Borrowers may check out up to 2 items at a time.
- All outstanding items should be returned before borrowing additional items. **A 3-strike policy will be enforced regarding the loss of complete kits. Members who lose an entire kit on three separate occasions will have their membership withdrawn and they will no longer be eligible to borrow items.**
- Textbooks and curriculum books will be on loan for a period of 4 months (a semester) to childcare professionals and centers. The number of books allowed to be borrowed is 3 items per checkout.
- Materials may be borrowed long term when appropriate and with prior approval from either the Resource Specialist or ECE TA providers.