

Borrowing privileges are accessible to borrowers who complete and maintain the registration requirements.

Liability: The borrower accepts all responsibilities and liabilities that may arise regarding the use of Resource Lending Library items.

Borrowing Period:

- Toys, books and videos can be borrowed for a maximum period of one month.
- Activity Bins will have a borrowing period of three weeks maximum.
- Equipment, such as strollers, may be borrowed for a four-month period.

Renewals: Should a borrower wish to extend the lending period, it is required that the borrower makes this request prior to the due date to check on availability. An extension will be granted based on current availability and the length of time the item has been with the same borrower.

Late Fees: Resource library items must be returned on or before the due date. The late fee is 50¢ per day, per item. Late fees will continue until items are returned. Upon reaching 10 overdue days, borrowing privileges will be suspended and borrower will be invoiced for replacement cost of each unreturned item. **There will be no exceptions.**

Care & Cleaning: Tacks or painter tape can be used to hang posters. It is expected that resource items will be returned clean, complete, and in working order. **A \$5.00 to \$10.00 fee per item will be charged if cleaning is required.** Based on amount of cleaning required we will determine the actual cleaning cost per item. Any dirt, marks or odors should be removed with soap & water and items should be disinfected with a 9-parts water/1-part bleach solution prior to returning to the CCRR.

Damaged & Lost Items: Damaged or broken items must be returned to the CCRR. Any damage beyond normal wear and tear as well as lost items are the responsibility of the borrower. The CCRR will inform the borrower of the repair or replacement cost for each item. The CCRR will attempt to find the most economical way to replace or repair items.

Activity Bins & Book Bags: The borrower is responsible to check the contents of the activity box upon receipt and report any discrepancies within 24-hours to the CCRR staff. The borrower is also responsible to return the activity bin with all pieces and items accounted for. It is recommended that borrowers keep activity bins separate from their own toys and equipment. Bin contents must only be used under supervision.

Amendments: Borrowers may be notified of any amendments to this lending agreement and may be required to sign a new agreement.

Failure to follow any of these guidelines could result in the suspension of borrowing privileges.

Chilliwack & Fraser Cascade CCRR Lending Library Agreement – Child Care Workforce

This lending agreement is between [First Name] [Last Name] and the CCRR program.

The Chilliwack & Fraser Cascade CCRR program is not responsible for any injury to person (infants/children) or damage to property that may arise through the use of borrowed resources.

This agreement is in effect for the period of time the borrower is a member of the CCRR program.

I acknowledge my responsibility and obligation in this resource lending agreement by signing, entering today's date, and checking "agree" to these terms and conditions.