

Chilliwack & Fraser Cascade CCRR Lending Library Agreement – Parent, Family, or Guardian

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.

Renewals: Should a borrower wish to extend the lending period, an extension may be granted provided the request is made prior to the due date and this will be based on current availability of the item 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 the borrower will be invoiced for replacement cost of each unreturned item. **There will be no exceptions.**

Care & Cleaning: 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 bag/bin upon receipt and report any discrepancies within 24-hours to the CCRR staff. The caregiver is also responsible to return the bag/bin with all pieces and items accounted for. It is recommended that borrowers keep CCRR bags/bins separate from their own toys and equipment. Bag/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.

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.