



Childcare Resources Early Childhood Resource Center and Library

Library & Van Agreement

The Childcare Resources Center and Library welcomes you! We are delighted to be able to provide these services as a resource for you, and we hope you benefit from using our materials. In order for everyone to utilize materials and resources, we ask for your cooperation in following the rules listed on the back and by signing this agreement, you agree to abide by all rules and regulations. This agreement will help us ensure that items will be available for your continued use. Thanks for your cooperation... and enjoy using the library & van!

Date: _____

Print Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Cell:** _____

Email: _____

Place of Employment: _____

Work Phone: _____

Signature: _____

Childcare Resources Center and Library
1904 1st Avenue North
Birmingham, AL 35203
205-252-1991 ext. 315
bcook@ccr-bhm.org



Library & Van Rules & Regulation

1. This signed agreement will be maintained on file for any individual wishing to borrow from the lending library and resource van. Each individual will be responsible for all materials checked out.
2. All materials are in good condition when checked out. Individuals will be responsible for any damage which occurs while in their possession. The person checking out the materials is responsible for the items to be returned in good condition. If items are lost or damaged, the responsible person should replace or repair the lost or damaged items.
3. The following items constitute damages to books and/or other materials:
 - *torn or bent pages
 - *stains or writing on pages of books
 - *missing pages
 - *lost/damaged books, videos, or other materials
4. There is a limit to the amount of resources that can be checked out at one time. The Resource Specialist reserves the right to make any restrictions necessary in order to uphold the library policies. All materials can be checked out for a period of approximately 3 weeks (unless otherwise specified) from time of checkout. Each person will receive a copy of their checkouts and the date when they should be returned. Until all check-outs are returned, the individual may not borrow other items. All resources may be renewed one time except for the theme boxes. Items should be returned in a timely manner so that other patrons may have the opportunity to use them.

*Theme boxes are inventoried at the start and return of each checkout. To ensure future use of kits, all kits must be returned in good condition with all items intact. If any portion of the learning games, books or materials is damaged, the responsible person should repair or replace the lost or damaged items. If reserving a theme box, it will only be held for 3 days. Only 1 theme box may be checked out at a time unless other arrangements have been made with the Resource Specialist.
5. Laminating is limited to 50 feet per individual per quarter and 100 feet per center per quarter. You may leave items to be laminated but the items must be picked up within 5 days.
6. There is an Ellison Die Cut Machine with over 100 die cuts. A list of available die cuts is available on the Childcare Resources website and at the library. Each person is responsible for bringing their own paper.
7. Check with the Resource Specialist for other available services

The Resource Specialist and Childcare Resources reserve the right to make any necessary changes to ensure the well-being of the library and services to our providers. We hope that you will enjoy using our services for years to come.