



## **Community Connection Point Resource Kit Non-Member Policy**

### **I. Who May Use The Resource Center Services**

- A. The Resource Center is available to childcare providers of any type, families, and community members who have an interest in childcare.
- B. The resource center kits are available to those who have registered and paid a membership fee, herein after referred to as Members. Those who are not registered members may also rent out a resource center kit for a fee of five dollars per kit herein after referred to as Patrons.
- C. Patrons must complete a kit request form and pay a rental fee of five dollars for checkout of a resource center kit.

### **II. Loan Period**

- A. All resource center kits may be checked out for up to a 4-week/one month period.
- B. Renewal of resource center kits past the initial 4-week period may be granted at the discretion of the Resource Specialist and can be subject to an additional rental fee.
- C. Renewal request must be communicated prior to the end of the loan period.
- D. If an item is reserved for another Patron, it cannot be renewed.
- E. Patrons must return materials on or before the due date in order to avoid replacement fees.

### **III. Damaged and/or Lost Materials**

- A. Each Patron is responsible for the materials in his/her care. If an item is lost or damaged, a replacement fee will be assigned.
- B. Replacement fees are defined as the current cost for replacing the lost or damaged item.
- C. Patrons are responsible for notifying the Resource Specialist of any damaged materials at the time of return. At this time, it will be determine whether the damage is the responsibility of the Patron, or if the damage is to be termed normal wear.
- D. The Patron is responsible for any lost or damaged items. The Resource Specialist reserves the right to restrict, decline or terminate membership and/or library privileges based upon patterns of unacceptable misuse.

- E. Any Patron with an outstanding “overdue” status or an outstanding “balance due” status will not be permitted to access any resource center services until overdue items are returned or payment is made in full.

#### **IV. Check Out and Return of Materials**

- A. Patrons have two options in obtaining resources center kits.
  - 1. Complete a kit request form by printing and mailing the PDF form located on the CCP website [www.ccpoint.org/resource](http://www.ccpoint.org/resource)
  - 2. Complete an electronic kit request form located on the CCP website [www.ccpoint.org/resource](http://www.ccpoint.org/resource)
- B. Kit requests are to be submitted to the Resource Specialist and will be processed within two business days of receipt
- C. If the kit requested is not available the Resource Specialist will contact the Patron and indicate when that kit will be available.
- D. The Patron may reserve the requested kit or choose another resource kit for pick up.
- E. Resource center kits must be returned within 4 weeks/one month or Patron must contact the Resource Specialist to request a renewal.

#### **V. Disclaimer**

Community Connection Point provides a wide variety of materials such as books and activities in the resource center kits. When these materials are used appropriately, and in a supervised setting, they can provide a multitude of positive learning experiences for children. Patrons are responsible for understanding that materials are designed for children of specific ages. Patrons are also responsible for making sure that materials are used with supervision and only by children of the appropriate age for which the materials are intended. Therefore, CCP does not accept responsibility for any injury or loss due to the inappropriate or unsupervised use of these materials.

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