

Library Policy



The Resource Lending Library is available at no cost to Child Care Providers listed on the West Central Child Care Connection database.

- ❖ Each user must complete a membership agreement before using the library.
- ❖ As a member of the library, you are responsible for all loaned materials and must use them at your own liability. You are responsible for recognizing that materials are safely designed for children of specific ages and determining that only the appropriate aged children in your care have access to the materials.
- ❖ It is expected that materials will show signs of wear when used appropriately on a regular basis. There will not be a charge for repair or replacement due to normal use. However, other causes of damage or loss will require payment to repair or replace the item. Any missing items must be reported to WCCCC immediately.
- ❖ If a piece or part of an item is missing that makes it difficult to still use the item, charge for the entire replacement will be necessary so that the item can be replaced. If the item can still be used even though a piece or part is missing there will be a damage/missing parts fee assessed.
- ❖ Before returning materials to the library, please be sure to:
 1. Inventory the prop box and/or literacy bag with the enclosed sheet to ensure all pieces are present.
 2. Clean each piece thoroughly.
- ❖ Library members with unpaid fees will be unable to use our resources until fees are paid.

West Central Child Care Connection Program Services Policy.

Access to the services of West Central Child Care Connection, including, by not limited to, library resources, professional development/program improvement funds, and quality counts grant funding is available to all providers in good standing with WCCCC. Good standing means that a provider is not delinquent on any fees for agency services. Library privileges will be terminated or restricted for providers who continually disregard library policies with late returns or damage to borrowed resources.