

## CCRR Lending Library Guidelines

We welcome and encourage child care providers, parents, caregivers, support workers, teachers, and early childhood educators to access and use the variety of toys and resources that are available in our Lending Library.

In order to keep all of our equipment and toys safe, clean, and ready to borrow, we ask that adults follow a few simple guidelines when they borrow from the library.

- Please COUNT all of the items BEFORE use. Inventory lists are taped to the lid of each bin. If anything is missing or broken, please call us to let us know.
- Please CLEAN & COUNT all items and the bin, before returning.
  - Cleaning can be done with a “Quat” solution or with a 1 part bleach to 10 parts water solution. Disinfecting wipes are also acceptable for wooden items that cannot be soaked. Please wash fabric items in the provided wash bags, according to instructions on item, or in a cool water/gentle cycle wash. Felt and flannel pieces may be cleaned with a lint remover.
  - **\$10 cleaning charge will apply for bins or items that are returned unwashed**
- Children must be supervised at all times while using the borrowed equipment. Please help them use the toys appropriately to prevent breakage and undue wear and tear.
- Borrowers are responsible for replacing items that become lost or broken, or for paying the replacement cost.
- Please return all items by the due date, or call to see if they can be renewed for another lending period.
- We reserve the right to revoke lending library privileges.