



# YWCA Child Care Solutions Lending Library Membership Rules and Policies

## Eligibility:

1. A Lending Library member must be a Licensed or Licensed-Exempt Child Care Home Provider **OR** a Licensed Child Care Center, according to the requirements set by the State of Illinois Department of Children and Family Services.
2. The child care provider must reside in Boone, Stephenson, Jo Daviess or Winnebago County.
3. To access the library, the member must be listed and active in the YWCA Child Care Solutions Provider Services database and currently be providing care for at least one child.
4. The annual fee for membership to the Lending Library is \$30.00. Payment is required at time of registration. Memberships are good for 1 year from the date of registration.

## Check-In/Check-out Policies:

Check-in/check-out hours at the YWCA are Monday through Thursday from 8:30am-4:30pm, or as previously arranged by the Lending Library facilitator(s). Check-in/check-out of materials will continue to be offered based on the staffing at the YWCA and may only be coordinated by Lending Library facilitators. To arrange to check-in/check-out, call (815) 484-9442, ext. 204.

Materials are checked out for a four (4) week period. After six (6) weeks, if a renewal request or new delivery has not been scheduled, one (1) attempt will be made by Lending Library facilitator(s) to contact the member. If no response is received, an invoice for the cost of the items included in the Lending Library kit will be sent to the member. Multiple occurrences will result in a cancellation of the Lending Library Membership, with no refund given of membership fee.

Only one kit per membership may be checked out at any one time. Limited multiple memberships available for Child Care Centers, at the discretion of CCS staff and management.

## Delivery:

Limited delivery is available to providers in Winnebago, Boone, and Stephenson Counties. Any abuse or misuse of the delivery service will result in discontinuation of the service. YWCA Child Care Solutions reserves the right to discontinue or amend delivery times and dates due to lack of funding, manpower, or inclement weather. Providers are responsible for contacting Lending Library facilitators to arrange and schedule delivery. To schedule, please call (815) 484-9442 ext. 204.

## Inventory Return Policies:

Natural wear and tear occurs when books and resources are used. We understand that and expect some signs of use. However, members are expected to alert Lending Library facilitators to any broken or missing items. A Lending Library member assumes the responsibility for the care of materials in his/her possession. If items are lost or returned damaged, YWCA Child Care Solutions

will invoice the Lending Library member for the replacement of the item(s). Unreturned items will be billed at replacement cost to be determined by the Lending Library staff. No additional items will be able to be checked out until outstanding invoices have been paid.

Members will be assessed a \$15.00 charge for any scheduled attempts to pick up/drop off a Lending Library Kit by a Lending Library facilitator when the Member fails to be home/leave access to the Lending Library Kit. Member will not be allowed to check out any additional items until this fee is paid in full. After two occurrences, the Lending Library Membership will be cancelled and no refund of membership fee will be given.

Members are responsible for returning materials in sanitized, usable condition. If the kit in question did not include usable sanitation wipes, please alert the facilitator at check-in. If materials are not returned in sanitized, usable condition, a \$10.00 fee will be assessed for a YWCA Child Care Solutions employee to sanitize the materials. The member will not be authorized to check out any additional materials until this fee is paid in full.

A Lending Library member assumes the responsibility for the care of materials in his/her possession.

### **Additional Regulations:**

Lending Library materials shall be used **solely** in the business of the member and may not be traded or transferred to any other party.

The Lending Library is not liable for any damages, claims, judgments or injury, or any other liabilities, directly or indirectly arising out of or in connection with the use of any items provided by the Lending Library.

At delivery, a representative will perform a story time with the children who are present. YWCA Child Care Solutions reserves the right to discontinue or amend offering this service due to lack of funding, manpower, or changes in distribution of program responsibilities. Story time books will be offered (at no charge) to providers **as available only**.



# YWCA Child Care Solutions Lending Library Membership Agreement

(please print)

Full Name \_\_\_\_\_

Program Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Email (optional) \_\_\_\_\_  preferred

Phone Number \_\_\_\_\_  preferred

\_\_\_\_\_ (provider name) and \_\_\_\_\_ (YWCA CCS representative) agree to the mentioned terms of this agreement. This agreement will be in effect for one (1) calendar year, beginning on \_\_\_\_\_ and expiring on \_\_\_\_\_.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Verified in DTP/PSD

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Membership fees may be paid with cash, check, or credit/debit card. Make all checks payable to:  
**YWCA Child Care Solutions.**

To pay with   credit/debit card:

Type of card: Visa MasterCard

Name as it appears on card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

3-digit security code (located on back of card): \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_