



# 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.
4. The annual fee for membership to the Lending Library is \$25.00. 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 Friday from 9am-4pm. Check-in/check-out of materials may only be handled by the QC Literacy/Van Specialist. To arrange to check-in/check-out, call (815) 484-9442, ext. 206.

Materials are checked out for a four (4) week period. Only one kit per provider may be checked out at any one time.

One card will be issued for each Lending Library membership. The member must have the card in his or her possession to check out materials, unless prior arrangements have been made.

## 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 interested in delivery should call (815) 484-9442 ext. 206.

## Inventory Return Policies:

Members will be assessed a \$5.00 per day late charge for any past due materials, unless prior authorization has been received. A Lending Library Member will not be allowed to check out any additional items until all items have been returned.

Members are responsible for returning materials in sanitized, usable condition. If materials are not 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. The member also assumes responsibility for the cost of any damaged or lost components as a result of negligence. Damage or loss to any item(s) is to be reported at check-in. 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.

**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.



# YWCA Child Care Solutions Lending Library Membership Agreement

(please print)

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

Address \_\_\_\_\_

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

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

\_\_\_\_\_ (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       Membership card generated/mailed

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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: \_\_\_\_\_