

## Westcoast Early Learning Library (WELL) Lending Policies

- The Westcoast Early Learning Library card fee is \$20 per year.
- Limit of 15 Items out at any one time.
- The loan period is 4 weeks. Seasonal kits have a 2 week loan period.
- You may renew once for an additional 4 weeks if there are no holds on the item.
- All materials must be returned to the Westcoast Early Learning Library, located at 2772 East Broadway.
- Our after-hours return box is located at 2774 East Broadway (next door, in front of ECEBC). Please do not force large and/or fragile items into the box. They may be returned to Westcoast reception during regular office hours, Monday to Friday from 9 am to 5 pm.
- Please return items in the same condition they were in when you borrowed them.
- Personal items returned in library packages will be discarded or repurposed.
- You may want to clean materials from the infant and toddler room before use. Items should be returned clean and dry. Infant and toddler packages include cleaning instructions.
- Please check the contents of each package borrowed before you use it to ensure it is complete and in good condition. Report any missing or damaged items within 48 hours to avoid paying replacement fees.

### **Fines and fees for lost or damaged items**

- Fines are \$.25 per item per day. Fines for seasonal kits are \$1 per kit per day.
- Lost items must be replaced or paid for within 30 days. Borrowers may replace missing pieces themselves (used, good quality replacements are fine), however, staff reserve the right to refuse inferior replacement pieces.
- Replacement Costs:
  1. A \$20 admin fee will be charged on top of the value of lost or damaged items such as books, CDs and DVDs, puppets, puzzles, games, etc. Admin fees and fines will be waived for borrowers who replace missing items themselves rather than paying for them.
  2. Lost packaging: please return items in the same packaging you borrowed them in. We charge \$10 per missing bag or container.

3. Missing pieces: once returned, each package is counted, dated, and initialed to indicate it is complete before it is re-shelved. Please count each item before returning and replace any pieces you may have damaged or misplaced. We charge \$5 per missing piece (excluding puzzles which must be completely replaced), except where the value of the piece exceeds \$5.

## Use of the Library:

Please help us maintain our library by:

- **Keeping the floors and walkways clear**
  - Someone could trip and fall if resources are left on the floor
- **Keeping the materials and toys in their packages until you get them home**
  - The best way to ensure you are taking a complete resource home with you is to keep all the pieces in the package while you are in the library
- **Thank you for supervising your children at all times**