

Membership Type

Membership to The Resource Connection Resource Library will be in 1 of 4 categories:

Category	Cost	Description
Individual * Membership is open to anyone	April - March \$30.00 September – March \$15.00	- All Membership is renewed annually starting April 1 st . - All members need an orientation before joining. <u>Membership entitles the member to:</u> - Use of the Resource Library and lending services.
Organizational	April - March \$75.00 *Cost covers 3 assigned memberships *\$25.00/additional membership	- Use of the Resource Library equipment and work area. - Sales items, materials, photocopying, loan fines and overdue charges are at additional costs. - Reduced CDRCP training fees on almost all training sessions throughout the year.
Student Must be full-time, 16 years of age or older	September - March \$45.00 *Cost covers 3 assigned memberships *\$15.00/additional membership April – March \$15.00 September – March \$10.00	- Access to CDRCP's e-mail news group, which provides research, articles and updates on issues of interest. - All members are asked to indicate sign-in and sign-out times by completing the centre survey at the end of their day. - A \$5.00 replacement fee will be charged for lost or stolen cards. A day pass can be issued on or prior to the day of use. It entitles one person to one full/part day's experience in our workroom. Upon purchase of a day pass, this person has a two-week time frame in which to return and use the \$5.00 towards an individual membership.
Day Pass *No lending privileges	\$5.00	

Library Policies and Procedures

Membership Card

Must be shown upon entry, this will ensure your right to access all resources and equipment as a member.

Member Information

*Please note: equipment will be turned off 15 minutes prior to closure to allow for cooling before shutdown.

Children on Premises Policy

The Resource Library is not a child's environment. We have equipment on the premises that present a safety concern to children. This equipment is here to provide a service to our members. However, the combination of this equipment and children becomes an important safety concern. Therefore, children will not be allowed on-site.

*Please note: a child is considered to be anyone under the age of 16. At 16, one can purchase an individual membership, student membership or day pass.

*We do offer a 5-minute resource drop off/ reserve-pick-up period, where children can be present if supervised by an adult during Resource Centre hours of operation.

Borrowing Policies

Upon presentation of a valid membership card, a maximum of eight items may be borrowed at any given time for the following loan period:

- Our basic lending Library procedure states that a member is limited to four large items per loan period (as part of their 8 items).
- All items are loaned on a first-come, first-serve basis and can be reserved.
- Renewals: if unable to return materials on the due date because of unforeseen circumstances, please call the Library staff and, if it is possible, arrangements can be made to renew items. Note: We reserve the right to limit renewal.
- Bin or Kit Part list: Each item has a component list that includes all pieces pertaining to that item. **Note: if there are any missing pieces, they will be listed on the Component Sheet. It is the member's responsibility to check that all pieces are accounted for prior to use. Once an item is returned, any missing pieces will be the member's responsibility and will be charged. If there are discrepancies between the list and the item, call the Library and advise them prior to using the item.**
- Some items in the Resource Library require a deposit form to be filled out.

CDRCP is not liable for any damage/ accident caused while utilizing materials borrowed from The Resource Connection.

Borrowing/Overdue Policy for Snoezelen Material:

- ALL Snoezelen Materials require a VISA/ MasterCard number for security purposes.
- In the result of Snoezelen Materials not returned to the Resource Connection, Fourteen days after the due date of the Snoezelen Materials, \$150 will be charged to the VISA/ MasterCard. An attempt will be made to notify the member before the \$150 is charged.
- In case of any Snoezelen Bin parts missing or damaged \$150 will be charged to the VISA/ MasterCard.

Return Policies

- Items are to be returned during Resource Connection's Library hours of operation. It is the member's responsibility to return all items on the respective due dates and to ensure materials have been disinfected and in excellent condition. (Disinfecting toys means to wash with a solution of 1 tsp bleach in 2 cups water, making sure they are dry prior to packing up in bags/bins.) Also, any outdoor equipment needs to be free from dirt, etc.

Overdue Policies:

- Members will be reminded by phone/email of overdue items after one week. If items are not returned within 30 days, written notice will be mailed to the borrower and borrowing privileges will be suspended.
- Members will be responsible for the replacement or repair costs of damaged materials that are beyond the normal "wear and tear" or for lost items.
- If a parts list is missing, there will be a 25-cent charge for replacement
- Resource Connection Library Staff have the authority to revoke the borrowing privileges of members who are not in compliance with the policies and procedures of the Agency, (i.e. abusing membership privileges, abusing equipment, unprofessional conduct, etc.). Members have the right to appeal within 30 days, in writing, to the Resource Library Coordinator.
- If the Library is closed due to inclement weather, you will not be charged a fine for that day.

We value the participation of each of our members and where possible, try to be responsive to identified needs. If all who use our facilities follow the policies that have been established, we will be able to provide a safe, pleasant and productive visit to The Resource Connection for every member. Your co-operation is greatly appreciated.

Overdue Charges

Materials and equipment that are overdue are subject to the following charges:

All library materials (per item).....25c – 50c / day

*This includes hours the Library is not in operation (i.e.: Sunday)

NOTE: If overdue charges apply to your account you will be unable to renew or loan any items until fines are paid.

Membership Warnings are issued when:

Items are not returned and two reminder calls/emails have been made

Late fines exceed more than a third of the membership fee

Items are returned in damaged condition and are not paid for

First Warning-All Library privileges are denied until items are returned or paid for.

Second Warning- Library privileges are revoked for 6 months.

Third Warning- Library privileges are revoked for one year.



Support the Resource Connection

Your Donation:

With your help, CDRCP will continue to help families, children and caregivers by providing them access to educational resources, training, information and equipment.

These materials provide children, families, educators, teachers, respite workers and other individual's access to resource materials needed to support children's learning. Access to such resources provides nurturing environments for all of our children today, in order to create a brighter and more prosperous future for all of us tomorrow.

Your donation makes an enormous impact on the lives of children and families in the Region of Peel.

For more information on how to donate and make a difference please contact Sara Ammar at 905-507-9360 x 308 or email sara@cdrpc.com.