

NBE CDDO Lending Library Policies and Procedures

Purpose

Increase learning opportunities for individuals, families and direct support staff

Individuals, families and direct support staff in the NBE CDDO area may check out up to two items from the lending library.

A maximum of two items may be checked out at one time and the standard checkout period for all items is two weeks. If additional time is needed, please call or e - mail to request an extension. If no one is waiting for the item, a two - week extension may be granted.

Getting Materials

Borrowers will need to contact the CDDO at 620-647-4059, by email at aallen@nbeinc.org or visit the Moline CDDO office at 114 N. Main.

All items are available for pick up at the address listed above. A lending library checkout sheet must be filled out completely for each item borrowed from the library. The borrower must furnish contact information on the form — business phone, home phone, cell phone, fax or email.

Returning Materials

All materials must be returned to the NBE CDDO office, 114 N. Main, Moline.

Overdue Notices & Loss of Borrowing Privileges

Overdue notices will be sent the third week after the checkout date - when materials are one week overdue. If items are not returned after two notices or contacts, the borrower may be charged a replacement fee.

Consistent late returns or damaged returns by a borrower may result in the loss of borrowing privileges.

Borrower responsibility

Each borrower assumes full responsibility for all items borrowed and for adhering to the lending library policies and procedures. The CDDO may charge up to the full replacement cost of the item at the time of purchase for any items that are lost, stolen, or damaged.