

Solano Family & Children's Services Lending Library

Application – Please Print

Applicant Information

Name: _____

Address/City/Zip: _____

Home Phone: _____ Other Phone: _____

Driver's License Number: _____

Please Give Two (2) References

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

I have read and understand the Lending Library Policies on the back of this form and agree to abide by all policies, including borrowing and returning items in suitable condition. I understand that my membership is valid for 12 months from the date of this application.

Please Print Name: _____

Signature: _____ Date: _____

For Office Use Only

Method of DONATION: cash/check #: _____ Received by: _____

Lending Library at Solano Family & Children's Services

Purpose

The purpose of the Lending Library is to give families and child care professionals access to information and materials that will enhance the quality of child care programs and encourage healthy growth and development of children in Solano County. The lending library contains books, curriculum kits, videos, children's furniture, and more. Members of the lending library can receive information on choosing child care, curriculum and activities, health and safety, child development, parenting, the business of family child care, information and resources for children with special needs and much more. By checking out Lending Library items, child care professionals are able to try a variety of resources in order to find out what works best for their child care environment without making an expensive business investment.

Donations Accepted: Solano Family & Children's Services will gladly accept any monetary donation. Your donations will be used towards the purchase of new lending library materials.

Policies

Application Process: Each member must complete a Lending Library Application. This allows members to borrow items from the Lending Library at any time during their twelve (12) month membership from the date of enrollment. The lending library has NO enrollment fee and is available to anyone residing in Solano County.

Borrowing Items: Lending Library items are loaned out on a first come, first serve basis. All items are loaned to members for thirty (30) days. In order to provide optimum selection for all members, due dates will not be extended.

Returning Items: All items must be returned on or before the due date. The member is responsible for pick up and return of all items loaned. When an item is late, a suspension will be in effect:

- **1st occurrence**—three months suspension
- **2nd occurrence**—termination of agreement

Condition of Returned Items: Items must be returned in good, clean condition, ready to be loaned out to the other members. When an item is broken, has pieces missing, destroyed, or in any other condition that makes it unavailable for future use, and when the member refuses to fix and/or replace items with an item of comparable use and/or value, a suspension will be in effect and termination of this agreement will be immediate. **The member will be billed for the cost of replacing items.**

Termination of Membership: Solano Family & Children's Services has the right to terminate a membership if the items borrowed are not returned or payment for replacement value is not made by a member. Non-payment will result in termination of membership.

Appeal Procedure

When you receive a notice of suspension, you have the right to submit a written request for an appeal hearing within fourteen (14) days of notice. The appeal will be made to the direction of the Executive Director and at least one other staff person not involved in the contested decision. A representative of SFCS will be present to explain the Agency's reason for the action being taken. A member may represent oneself, or may be represented by a person of their choice. Following the hearing, a written notice will be sent to the involved parties. All decisions are final.