**1. Contact Information:**

Address: 149 Limestone Rd. Telephone: 910-296-2000

 PO Box 989 Fax: 910-296-1497

 Kenansville, NC 28349 Email: [www.dcpfc.org](http://www.dcpfc.org)

**2. Hours of Operation:** The Early Childhood Lending Library is open Monday through Friday 8:30am to 4:00pm.

**3. Early Childhood Lending Library:** The Early Childhood Lending Library has a hot and cool laminating machine, die cut machine, etc. Some materials will be available for use only while in the Lending Library. A staff member will assist you in using the laminator and the die cut machine.

**4. Who can use the Lending Library?** All Duplin County residents can use the Lending Library.

**5. Membership:** Each member will be issued a library card during the intial enrollment period. The card must be presented in order to check out materials. If the card is lost or stolen, there will be a $5.00 replacement fee. Membership is effective for one year from the date of completing application. The initial membership is free. Renewal fee will be $10.00 annually.

**Facilities Membership:** Each facility is active for one year from the date of completing application. Facility fees are listed as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FCCH** | **Small Center Capacity (13-29)** | **Medium Center Capacity (30-79)** | **Large Center Capacity (80+)** | **Agency & Pre-K sites** |
| **$20.00** | **$25.00** | **$30.00** | **$40.00** | **$45.00** |

Renewal fee will be due annually.

**6. Loan Period:** All items may be checked out for 30 days. Materials must be returned on or before the due date. If you are unable to return the materials, you must call for an extension. Extensions will be granted for an additional two (2) weeks beyond the original due date of the item, and only one extension will be granted per item. Extensions will be granted when possible based on the demand for individual items, but are not guaranteed.

**7. Number of Items:** All members may check out a total of ten (10) items with no more than two (2) prop boxes. Centers may check out a maximum of (4) prop boxes.

**8. Late Fees:** Prop boxes**- $1.50** **per box per day** with a maximum fee of **$15.00**. All other items are **$.05** **per item per day** with a maximum fee of **$2.00** per item. If items are not returned or are returned damaged then the full replacement cost will be billed to the responsible person. Membership privileges will be suspended until replacement fees are paid. If payment is not made within sixty (60) days of notification by library staff, membership privileges will be permanently revoked.

**9. Cleaning Policy:** It is imperative that all items and its container are returned to the Lending Library clean and sanitized. The member of the Lending Library is responsible for cleaning all items before they are returned. The solutions for cleaning items are 1/8 cup of bleach to 1 gallon of water OR completely sanitize each item with rubbing alcohol.

**10. Lamination Policy:**

* Child Care Centers will receive 30ft (360 inches) free per year.
* Family Child Care Homes will receive 15ft (180 inches) free per year.
* Individuals/parents will receive 8 ft (96 inches) free per year.

**Fees may be paid with cash or money order made payable to Duplin County Partnership for Children.**

**10. Discipline:** Corporal Punishment is strictly prohibited on the premises of the Duplin County Partnership for Children. The staff of Duplin County Partnership for Children will report any suspected abuse and neglect concerns to the appropriate agencies.

Policy

Child Care Resource and Referral of Duplin County Partnership for Children will not discriminate on the basis of race, creed, sex, national origin, age or handicap. Child Care Resource and Referral does not license, endorse, or recommend any child care center or family child care home provider.

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Member Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

DCPC Staff Signature Date