

## What is the Resource Center?

The Resource Center includes: Children's books, videos, CD'S, audio tapes, parenting resources, and a workstation. The workstation includes a laminator, art waxer, binding machine and Ellison die cut machine. There are many different craft ideas for you to use with your children or students in your class. Some materials will be available for use only while in the Resource Center. A staff member will assist you in using the laminator and die cut machine. There is construction paper and other items also available for use.

The Resource Center has many materials that are useful for parents and teachers, that range in age from birth to twelve. If you would like to become a member of our Resource Center please contact us at 910-296-2000.



Video and Audio  
Tapes



Craft Ideas



Toys for  
children



Children playing  
with some newly  
purchased equip-  
ment for our  
Library.



149 Limestone Rd.  
PO Box 989  
Kenansville, NC 28349  
Phone: 910-296-2000  
Fax: 910-296-1497  
Website: dcpfc.org



Child Care Resource & Referral



## Resource Lending Library



Hours:  
Monday—Friday  
8:00am-4:30 pm

Tel: 910-296-2000

## Who can use the Resource Center?

All Duplin County residents. As a Child Care Center, the director and two staff members are entitled to use the Resource Center. The center director must provide the CCR&R Administrator with a list of eligible staff permitted to use the Resource Center. If their names are not on the list, they will not be allowed to use the Resource Center. As a Family Child Care Home, only the owner/director will have access to the Resource Center. As an Individual/Parent, only that person will have access to the Resource Center. As a Community Agency, the director and staff are entitled to use the Resource Center. The agency directory must provide the CCR&R administrator with a list of eligible staff members. If their names are not on the list, they will not be allowed to use the Resource Center.



## Membership Fees:

An annual membership fee will be charged for anyone using the Resource Center. Membership fees cover normal wear & tear of items and upkeep of materials in the Resource Center. In addition to a membership fee, individuals will be required to show proof of identification and complete and sign an application form.

## Loan Period:

All items may be checked out for 30 days. All 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 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.



## Holding Items:

Items that have been requested by a member will be held for five days after being returned to the Resource Center. The requesting member will be contacted by phone. If the items are not picked up within five days, then the item will be returned to the shelf.



## Late Fees:

If items are not returned within 30 days, late fees will incur. If the items are not returned or are returned damaged then the full replacement cost will be billed to that person. Membership privileges will be suspended until fees are paid. If payment is not made within 60 days, membership privileges are permanently revoked.

## Cleaning Policy:

It is imperative that all items and the containers are returned to the Resource Center clean and sanitized, which is the responsibility of the individual who checked out the items. The solutions for cleaning items are 1/8 cup of bleach to one gallon of water OR completely sanitize each item with rubbing alcohol. **A \$3.00 cleaning fee will be charged FOR EACH ITEM that is returned in soiled condition.**



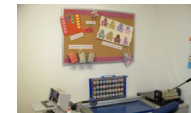
## Resources Available in Resource Center:

- Children's books, videos, CD's and audio tapes.
- Parenting resources
- Resource materials for teachers
- Prop boxes-theme boxes that contain such activities as literature, games, music & dramatic play props
- Workstation with laminator, art waxer, and Ellison die cut machine.



Children's

Books



Die cut & Laminator



Prop Boxes