

## GUIDELINES FOR USE OF THE TOY & RESOURCE LENDING LIBRARY

Each item in the resource library represents a substantial financial investment. Please use them responsibly. Here are some guidelines for their use:

1. Only bring the loan items out to be used when you are available to supervise.
2. Use loan items with the appropriate ages of children for which they were designed.
3. Please be careful that all of the bits and pieces are accounted for after each use, and that there are no broken pieces.
4. If there are any broken or missing items please **contact the office within 24 hours** of borrowing. This is important as the sooner we know that something is missing the sooner we can contact the person who borrowed the item before you.
5. **Careproviders:** A maximum of ten (10) items can be borrowed of which two(2) can be from the Large Equipment (LE) category or the Activity Box category (ACT).  
 Infant Toddler (IT) items do not count in the borrowing maximum. (eg. Strollers, playpens, gates)  
**Parents / Community:** A maximum of ten (5) items can be borrowed of which one (1) can be from the Large Equipment (LE) category or the Activity Box category (ACT).
6. Items may be borrowed for a maximum of one (1) month. Except Infant Toddler equipment which may be borrowed for three (3) months.

### IMPORTANT INFORMATION WHEN SIGNING OUT AND RETURNING ITEMS.

**If you have questions/concerns, do not hesitate to contact the CCRR program.  
250-762-3536**

Upon Signing Out	<ul style="list-style-type: none"> <li>· Count and inspect items within <b>24 hours</b> of borrowing. If there are any broken or missing items please contact the office. If you do not contact the office you may be held responsible for the item. It is important to phone us ASAP, as the sooner we know something is missing the greater chance of locating the missing piece.</li> </ul>
Helpful Hints	<ul style="list-style-type: none"> <li>· Keep the contents of smaller items stored in their original containers.</li> <li>· Do not mix resource items with your own items.</li> <li>· Please be careful that all of the bits and pieces are accounted for after each use, and that there are no broken pieces.</li> <li>· Use loan items with the appropriate ages of children for which they were designed.</li> </ul>
Cleaning Fabric	<ul style="list-style-type: none"> <li>· Use a lint roller to remove dust/hair</li> <li>· Hand wash, if possible</li> <li>· Wash in washing machine on gentle cycle, if possible</li> </ul>
Cleaning Hard Surfaces/Bins	<ul style="list-style-type: none"> <li>· Make cleaning solution of 1 part bleach to 10 parts water</li> <li>· Wipe down</li> <li>· Allow to air dry in clean area</li> </ul>
Cleaning Paper / Cardboard	<ul style="list-style-type: none"> <li>· Wipe with a dry cloth to remove hair, lint, and/or dust</li> </ul>
Prior to Returning	<ul style="list-style-type: none"> <li>· Ensure bin is cleaned prior to putting items back in</li> <li>· Count / check-off / inspect all items</li> <li>· Pack clean items neatly back into the bag / bin / box</li> </ul>

**Important:** Please let staff know, if the item you are returning, is still wet from cleaning. We can then open the bin and air dry.