



Lending Library Policies and Procedures

Purpose

Increase assets and resources in Marion County in order to assure that children and youth can thrive in school and in life.

Getting Materials

Residents or professionals serving Marion County may check out up to two items from our lending library.

A maximum of two items may be checked out at one time and the standard checkout period for all items is three 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.

Borrowers visit the virtual lending library at <http://www.co.marion.or.us/CFC/lendinglibrary/> and email their request to childrenandfamiliescommission@co.marion.or.us. For the most efficient processing, borrowers should enter "lending library request" in the subject line and include the full title and author in the body of their email. General information is also available by phone or mail at Marion County Children & Families Department, 451 Division Street NE, Salem, Oregon, 97301, Tel: 503/ 588-7975, or FAX: 503/ 373-4460.

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. The borrower must furnish two phone numbers or points of contact on the form — business phone, home phone, cell phone, fax or e-mail.

Returning Materials

All materials must be returned to the Marion County Children & Families Department, 451 Division Street NE, Salem, Oregon, 97301.

Overdue Notices & Loss of Borrowing Privileges

Overdue notices will be sent the fourth week after the checkout date - when materials are one week overdue. For any items not returned, the borrower may be charged a replacement fee.

Consistent late returns or damaged materials 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 Children and Families Department 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.