

The Tracey Buckley Childcare Resource Library



Offaly County Childcare Committee Ltd.

St. Joseph's Community Centre, Kilcormac, Co. Offaly.

Phone: 057 9135878

Email: info@offalychildcare.com Web: www.offalychildcare.com

SUPPORTING QUALITY EARLY YEARS CARE & EDUCATION IN COUNTY OFFALY

TERMS AND CONDITIONS

<p>Registration:</p>	<ul style="list-style-type: none"> i. Any person or service wishing to borrow from the Tracey Buckley Childcare Resource Library must fill out a registration form in advance. ii. Any person or service wishing to borrow resources who are unknown to staff of Offaly County Childcare Committee Ltd you must produce ID which can be photocopied and placed with your Registration Form.
<p>Registration Fee & Membership:</p>	<ul style="list-style-type: none"> i. There is a registration fee of €10 to join the Tracey Buckley Childcare Resource Library. ii. Membership will run in two year cycles e.g. January 2016 to December 2017. iii. Membership will be renewed every second year. iv. Membership that starts after January in any year will still follow the two year cycle. v. Members are expected to respect the resources and book on loan and to care for them as they would their own items. vi. Membership will be cancelled if members have not returned books after a specific period or if story sacks and topic boxes are continuously returned with damaged or missing pieces.
<p>Loans:</p>	<ul style="list-style-type: none"> i. Books may be accessed and borrowed by parents, students, Parent & Toddler Groups, Childminders, Early Year's Services and After-school Projects ii. Story Sacks may be accessed and borrowed by Parent & Toddler Groups, Childminders, Early Year's Services and After-school Projects iii. Topic Boxes may be accessed and borrowed by Parent & Toddler Groups, Childminders, Early Year's Services and After-school Projects iv. Members must complete and sign a loan sheet for every item they borrow

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Opening Hours:	<ul style="list-style-type: none"> i. The Tracey Buckley Childcare Resource Library will be accessible from 10am to 4pm Monday to Thursday. ii. In advance of visiting the Library please ring the office on 057 9135878 to ensure a staff member is available. iii. Resources can be borrowed and returned outside of the normal opening hours by prior arrangement with staff.
Term of Loan:	<ul style="list-style-type: none"> i. Books – must be returned within four weeks of borrowing ii. Story Sacks - must be returned within two weeks of borrowing may be accessed and borrowed by Parent & Toddler Groups, Childminders, Early Year's Services and After-school Projects iii. Topic Boxes must be returned within four weeks of borrowing
Renewing Items	<ul style="list-style-type: none"> i. Books – may be renewed over the telephone if there is not a waiting list for them ii. Story Sacks – may not be renewed iii. Topic Boxes - may not be renewed
Return of Items:	<ul style="list-style-type: none"> i. Members accept that Items must be returned as they have been received. Each story sack and topic box will have a contents check list for your information. If items are missing or damaged on return the borrower is responsible for replacing the items.
Charges for Replacement of Lost Items	<ul style="list-style-type: none"> i. Members accept that compensation may be charged by us for lost and / or damaged books, which may include an administration charge as well as the full cost of replacing books.

I have read the terms and conditions of use of the Tracey Buckley Childcare Resource Library and I agree to adhere to them:

Signed: _____ Date: _____

Please sign and copy this form for your records. Please return the signed terms & conditions with completed membership form to Offaly County Childcare Committee Ltd. at the address above.