



Nueces County Public Libraries

1000 Terry Shamsie Blvd. Robstown, TX 78380

361-387-3431

Lending Library Policy and Procedures Manual With Frequently Asked Questions

Disclaimer: The Lending Library purchases items based on requests and suggestions, therefore making no recommendations concerning the safety, suitability or proper working condition of items borrowed. The Nueces County Public Libraries purchases items based on requests and suggestions, therefore making no recommendations concerning the safety, suitability or proper working conditions of items borrowed.

Policy and Procedures

I. What is the Lending Library?

The Lending Library is a comprehensive collection of quality, age appropriate, early childhood materials available to be borrowed by programs serving children Birth to age 5. The Lending Library materials have been purchased through library funds over the past 10 years. These materials (books) have been carefully grouped into large and small boxes. Additionally, there are many individual resource books available to be checked out. For greater availability, there are multiple of the most favorite materials. A list of subjects may be found on our website at _____

II. Participant Requirements

To use the Lending Library, you must work for/with an early childhood program or school library serving Birth to age 5 or 3rd grade and up in Nueces County and have a valid Nueces County Public Library account.

Approved early childhood programs include:

- a. Registered or non-registered family child care providers
- b. Licensed child care centers
- c. Private and/or faith-based preschools
- d. School-based preschools
- e. Head Start classrooms

Approved school libraries include:

- a. Private school libraries
- b. Public school libraries

III. Creating Library Account

A Library account is required for anyone wanting to use the Lending Library. To create your account Administrators and Teachers can apply for a library card at Nueces County Keach Family Library or Nueces County Bishop Library. Please read the entire Lending Library Policy and Procedure Manual, sign and date the Lending Library Agreement and give it to the Librarian on duty.

Once your agreement is received, your account will be created and you will be given your library card.

IV. No Fine Allotment

The responsible administrator/teacher is obliged to bring back the box of books at the designated return date. If books are missing no questions will be asked.

Frequently Asked Questions

FAQ: What does it cost to use the Lending Library materials?

All materials are available at no cost to you (the provider/teacher).

FAQ: How many materials can I have at one time?

You can now check out up to 2 boxes at one time. Exceptions may be made on occasion.

FAQ: How long can I keep Lending Library materials?

Lending Library materials are now available to check out for a period of 60 days (2 months). Exceptions may be made on occasion.

FAQ: Will I get everything I reserve?

All materials will be reserved on a first come, first serve basis. However, you are limited to using up to 2 boxes. Therefore, please prioritize your materials wish list before reserving.

FAQ: Exchange of Lending Library Materials

All Lending Library users will need to pick up and return materials to Nueces County Keach Family Library in Robstown, TX on a designated Saturday each month between 9:30am and 2:30pm.

FAQ: What if I can't make it to the monthly checkout?

We encourage everyone to consider partnering with other provider's/center staff/teachers to carpool or take turns attending the checkout.

FAQ: Can I share materials with other providers/programs that I checked out?

Yes, feel free to share materials with other providers/programs near you if you'd like. Please note: any damaged or lost items are the sole responsibility of the individual/program that originally checked them out.

Lending Library Agreement

Name of Borrower

Library Card Number

Institution

Address

City/State

Zip

Home Phone

Cell Phone

Email Address

I, the undersigned, hereby enter into an agreement which describes the responsibilities of each party.

The Nueces County Public Libraries Lending Library staff agrees to:

1. Maintain a Lending Library service and record of items checked out.
2. Provide a copy of the Lending Library Policy and Procedures Manual to the borrower.
3. Schedule a Lending library check out day monthly in Robstown, TX

The borrower agrees to:

1. Read and follow all Lending Library Policies and Procedures.
2. Fully accept responsibility for the items check out including, but not limited to inspecting, using, cleaning, inventorying and returning items in good condition, given normal wear and tear.
3. Inform Nueces County Public Library staff of damaged or lost materials.
4. Notify the Nueces County Public Library staff of any change of address, phone number, or email address.

*I understand that the Lending Library purchases items based on requests and suggestions, therefore making no recommendations concerning the safety, suitability or proper working condition of items borrowed.

*Failure by me to fulfill my responsibilities outlined in the Lending Library Policy and Procedure Manual may result in termination of this agreement by the Nueces County Library staff. Additionally, this agreement may be discontinued with written notice by either party for cause or convenience.

This agreement is effective beginning _____

Signature of Borrower

Date

Signature of Nueces County Librarian Staff

Date