

BC Aboriginal Child Care Society
ACCS Resource Centre Borrower Guidelines

ACCS lends resource materials to ACCS members and Aboriginal childcare professionals working in funded childcare centres throughout BC. The lending service is available to all ACCS members and can be accessed in person and by mail. Others, including ECE students may also use the resource centre in person or by special arrangement with resource centre staff.

Registration:

All borrowers must fill out and sign a library registration form (see next page) to obtain resource centre borrowing privileges. Each borrower will be responsible for paying late fees of a dollar a day and replacement costs for lost or damaged materials. Borrowers with outstanding fees will lose resource centre privileges until all fines are paid and/or overdue material is returned.

Lending Policies:

Resource materials and books in ACCS's collection are lent for a three-week period. Reference material cannot be removed from the resource centre.

Borrowing Limits:

ACCS member: maximum of ten items
ECE students: by special request in person
Videos: maximum of 5 items

Renewals and Fines:

With the exception of videos, resource centre items can be renewed for an additional one-week period, provided the borrower makes arrangements with resource centre staff, prior to the due date of the items and as long as there are no holds for the item(s).

A fine of one dollar a day to a maximum of ten dollars will be charged for items returned late. Resource centre borrowers will be charged the replacement value of an item or video once it is three weeks overdue. Borrowers will be responsible for paying the replacement values plus an administrative fee of ten dollars for lost, stolen or damaged items beyond normal use or wear and tear.

ACCS Resources:

ACCS members can access any of our books, articles and research materials on child development and Aboriginal childcare issues. We also have a unique collection of First Nations focused early childhood development cultural curriculum boxes for loan. ACCS currently holds more than one hundred First Nations children's stories in its collection as well as curriculum material developed by First Nations in BC and elsewhere giving borrowers easy access to up to date information on child care policy, research and best practices in child care.

Borrowing by Mail:

ACCS covers costs for delivering materials to borrowers living in British Columbia. The borrower is responsible to return resource materials to ACCS, at the borrower's cost, using a "door to door" shipping service.

Resource Centre Hours:

Tuesdays and Thursdays from 9:30 a.m. to 4:30 p.m.

Tell Us What You Need:

ACCS is always looking for childcare books and other material to include in the resource centre collection as a service and support for Aboriginal child care providers and practitioners. If you have any ideas or suggestions on what titles, references or resources we should include in the resource centre, please let us know.

For More Information:

Contact the ACCS Resource Librarian at the ACCS Resource Centre:
By phone at 604-913-9128 or by email at library@acc-society.bc.ca
By mail at 708 – 100 Park Royal South, West Vancouver, BC V7T 1A2

Library Registration Form
BC Aboriginal Child Care Society Resource Centre
708-100 Park Royal South, West Vancouver, BC V7T 1A2
Phone: 604-913-9128 Fax: 604-913-9129

Name	
Organization	
Mailing Address	
Postal Code	
Telephone	
Fax	
Is this your residence or a business address?	
Membership #	

Borrower Agreement

The borrower, in consideration of being granted loan privileges by the BC Aboriginal Child Care Society (ACCS), agrees as follows:

I agree that all videotapes and other materials borrowed from the ACCS Resource Centre are for educational purposes only and shall not be copied or exhibited in any place for private or public entertainment.

I agree that I am personally responsible for returning in good condition all materials borrowed from the ACCS Resource Centre. I further agree to exercise appropriate care to ensure against loss or damage of materials on loan, not to repair or tamper with said materials in any way, and to return materials within the due date, intact and in clean and usable condition.

I agree to pay the replacement cost of any videos and/or other materials which are lost or damaged while on loan to me, whether under my ACCS membership or as a guest borrower.

By signing this agreement, I assume full responsibility for all videos and/or other materials checked out under my membership or as a guest borrower, and I agree to pay all overdue fees and/or replacement costs, plus an administrative fee of \$10.00, for any video and other material lost or damaged beyond normal wear and tear while on loan to me. As a borrower or guest borrower, I also assume full responsibility for all costs of returning loaned materials to ACCS.

ACCS will cover the costs of delivering the loaned materials to the borrower, via courier or Canada Post, and I, the borrower, am responsible to arrange and pay for the return delivery of the loaned materials, via courier or Canada Post using a "door to door" service and **insured with the courier or Canada Post for loss or damage.**

Signature: _____

Date: _____