



## Library Loan Policy

Borrowers must be **members** in good standing of the Adoptive Families Association of B.C. or MCFD social workers or Agencies.

**Video tapes, audio tapes, DVDs and cds must be returned within 10 days, while books may be borrowed up to 1 month.** Books may be renewed for 1 additional month, and other materials for ten additional days, if the materials have not been placed on reserve by someone else. Otherwise, the renewal period will be restricted to an additional 2 weeks for books and 5 days for all other materials.

**The due date is written inside the book on a 'Due Date' slip.**

**Individuals may sign out 3 adult books OR, 2 adult books and 3 children's books OR 2 adult books and 3 audio/video tapes.**

The AFABC office will pay the expense of shipping the items to the borrowers; the borrowers must pay to return the items to the office.

**If borrowers have overdue books outstanding, no more materials will be sent out on loan until overdue materials have been returned.**

Once borrowers have signed out an item, they are responsible for returning it in good condition. **If they lose the materials, they have to pay the cost of the items plus shipping and handling charges (From Canada: CDN\$10.00/item, From USA USD\$15.00/item).**