

**Umatilla-Morrow Head Start/CCR&R**  
**Lending Library Policy**  
**Provider Agreement**

The lending library was set up with funding from the Oregon Child Care Initiative Grant to be utilized as a tool for assisting providers in their child care business. As a Resource & Referral, this will allow us to provide you as a provider with great hands on resource material upon request and help us in the quest for improving the quality of child care in our two counties. The materials in the library span from children's books, equipment, materials and videos to resources for provider professional development.

It is our goal here at Child Care Resource & Referral to have this library utilized to the fullest. With this, we would like to emphasize the following policies on checking items out:

1. Provider will return items to the location they received the items from, one month from their check-out date. (ie. Pendleton Office, Hermiston Office, Milton-Freewater Head Start, WIC Offices, Heppner, Boardman, etc.)
2. Up to 6 items may be issued at one time. When these are returned, you are welcome to check out more.
3. Upon checking out materials or equipment, provider will read toy washing policy and agree to it by signing the Provider Agreement.
4. Provider agrees to take proper care of the items they have checked out and will return them in good repair.
5. Provider agrees that if any items are returned in an unsatisfactory manner, they are subject to a possible fee to replace/fix the item or possibly be restricted from checking out further items in the future.
6. Provider understands and agrees that items must be returned with one month of check-out. If items are not returned 2 weeks after that date, you will be receiving a call from the R&R Consultant to work out a return date arrangement. If this policy is abused consistently or the items are not returned, the provider may be subject to a fee of the cost of the items and/or restricted from the Lending Library Program.
7. Provider understands that items checked out one month may not be checked out the next month.
8. Only Registered Providers will be able to check items.

