



Caswell County Partnership for Children Resource Lending Library Procedures Effective September 14, 2020

All users must have a current Resource Lending Library application on file. Applications can be downloaded from the CCPFC website (<http://www.caswellchildren.org/referral-info-resource-lending-library.html>), emailed, or completed during the first visit.

Procedures for Onsite Resources:

Members should contact CCPFC by phone (336-694-1538) or email (ccpfctwilliams@esinc.net) to request an appointment to use onsite resources. Only one member will be allowed in the Resource Lending Library at a time. Members will be asked to notify staff of the resource(s) used at the end of the visit so that appropriate cleaning can be completed after each visit. CCPFC will provide masks to members if needed and will have hand sanitizer available to use before and after using each resource.

If members need die cuts or materials laminated or copied, call or email us, and we can get it ready for you. We will have a bin outside the front door where you can drop off items to be laminated or copied and then pick the items back up.

On site resources include:

- Paper trimmer, laminating machines, copier, and book binding machine
- Die cut machines & dies for cutting out shapes/designs

Procedures for Materials available for Checkout:

Members should contact CCPFC by phone (336-694-1538) or email (ccpfctwilliams@esinc.net) or complete the online Resource Library Request Form available on CCPFC's website (<http://www.caswellchildren.org/referral-info-resource-lending-library.html>) to request materials for checkout.

Members should provide the following information:

- Your name
- Phone number and/or email
- What item(s) you want to check out
- Date and time you will be at CCPFC to pick material up

CCPFC will pull your materials, check them out to you, and place them in a bin outside the front door before your arrival. Items can be returned by following these same steps.

Materials available for checkout include:

- Manipulatives (*puzzles, sorting/classifying games*)
- Curriculum/Activity kits (*including career, science, music and outdoor play themed kits*)
- Children's books
- Educational resources for lesson planning & activities for teachers
- Child development resources and materials for parents

A complete list of all materials is located on the CCPFC website at www.caswellchildren.org (<http://www.caswellchildren.org/referral-info-resource-lending-library.html>).

All other Resource Lending Library Procedures remain in effect.

Caswell County Partnership for Children

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www.caswellchildren.org www.facebook.com/CaswellPartnershipForChildren

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