



LENDING LIBRARY

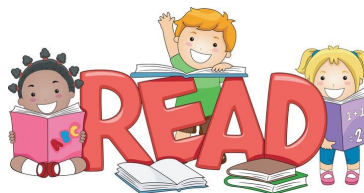


Below are some things to consider:

- Educate families about the importance of reading to children DAILY.
- Set up the lending library in a space that is visible and inviting to parents and students.
- Sort the materials by age group.
- Provide additional books if resources allow.
- Send out a formal invitation to parents with rules and regulations for the lending library.
- Develop a checklist and return system for the library, which includes:
 - ⇒ A checkout sheet or notebook.
 - ⇒ How long the kit can be checked out.
 - ⇒ Who handles the checkout process.
 - ⇒ Rules & Regulations:
 - * May be done in a contract form.
 - * May be included in a formal letter to families.
 - ⇒ Library/catalog list of what kits/books are available to checkout (optional).



Sample Invitation

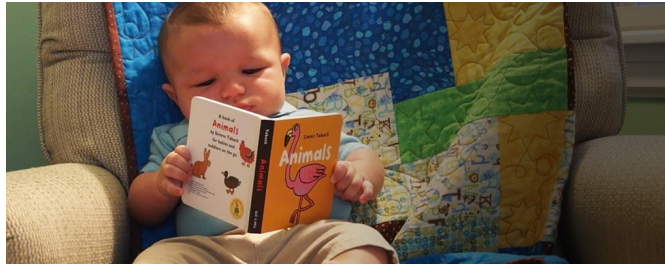


*We are excited to offer our families an opportunity
to participate in our Lending Library.*

LENDING LIBRARY KICK-OFF!

Date: _____ ***Time:*** _____

(Please RSVP in Lobby)



Starting Your Lending Library

1. Decide your budget:
 - Do you have funds to purchase shelves, books and activities?
 - Do you want to have a book drive at the center or in the community?
2. Decide your placement location.
 - Is the location you have chosen easily accessible to parents?
 - Are your shelves organized and easy to sift through?
 - * Consider sorting materials by age groups.
3. Educate your families.
 - Do families know the importance of reading to children daily?
 - Send out a formal invitation (see sample on page 1) inviting families to an information session.
4. Things to discuss with families at the information session:
 - Goals of the lending library.
 - Rules of the lending library.
 - Consider writing an agreement which all parents will sign.
 - Provide families with a copy of the checkout and return system, including:
 - * Checkout sheet or notebook.
 - * Duration the books/activities can be checked out.
 - * Contact person for the lending library.
 - * Lending library catalog/list of what books/kits are available to checkout (optional).

LENDING LIBRARY



Date: _____

Dear Families:

We are excited to introduce you to our new Parent-Child Lending Library! As you know, reading to your child daily is very important and this new library is a new way to further engage families at home, encourage your child to learn, and offer practical ways of teaching your child at home.

The Lending Library consists of 17 themed bags (or numerous books) on a variety of topics. The kits/books/materials are sorted by age group. Our hope is that this Lending Library will successfully reach as many parents/families in our center as possible. In order to do so, the following rules apply to the Library:

- Each parent/guardian must sign the attached agreement in acknowledgement of the rules and regulations regarding the Library and return to the Director prior to checking out.
- Parents/Guardians must go to the Director to sign for the bags/books upon checkout and return.
- Only parents/guardians can check-out materials; no extended family members are allowed to check them out.
- The length of the checkout time is limited to 7 days. Items must be returned on or before the 7th day.
- We also ask families to allow one week between checking out bags/books so that other families have the opportunity to utilize the materials.
- If items/bags are not returned or are damaged, the Director may disqualify that family from checking out materials in the future.

Thank you in advance for your participation and cooperation in making our Parent-Child Lending Library a success and a great learning experience for our children!

LENDING LIBRARY CONTRACT

The Lending Library is designed to increase the bond and learning experience between parents/guardians and their children. We are excited to assist our families in increasing this bond and creating new learning experiences at home. So that we can do this successfully, the following rules apply to our Parent-Child Lending Library:



- I must return this agreement to the Director in order to check-out materials.
- I must go to the Director to check out materials.
- I acknowledge that only parent/guardians are allowed to check-out materials.
- I must sign for materials upon check-out and check-in.
- I acknowledge that materials must be returned on or before the seventh day of check-out.
- I must allow one week between checking out materials.
- I must use the materials from the Lending Library with my child. My child must not be allowed to use the material unmonitored.
- If materials are not returned in time or are returned damaged, the Director reserves the right to restrict me from checking out materials in the future.
- I must check out materials that are appropriate for my child's age or developmental stage.

My signature verifies that I agree to the following terms and would like to utilize the Parent-Child Lending Library to enhance my child's learning at home.

Child's Name: _____ Date: _____

Parent/Guardian 1 Signature: _____

Parent/Guardian 2 Signature: _____

Director's Signature: _____ Date: _____

BOOK RETURN

Please return item # _____ back on this day _____

Thank you!

BOOK RETURN

Please return item # _____ back on this day _____

Thank you!

BOOK RETURN

Please return item # _____ back on this day _____

Thank you!

BOOK RETURN

Please return item # _____ back on this day _____

Thank you!

BOOK RETURN

Please return item # _____ back on this day _____

Thank you!