

DCADV Resource Center Lending Policies

- Applications for borrowing are available at the DCADV office.
- Anyone individual or organization can borrow materials from the DCADV Resource Center - free of charge.
- Books/Other Print Materials can be borrowed for a 3 week period of time. There is a deposit of \$5 PER BOOK/OTHER PRINT MATERIALS. This deposit will be refunded at the time the materials are returned to DCADV, minus any late fees.
- Video/Audio Tapes can be borrowed for a 2 week period of time. There is a deposit of \$20 PER VIDEO/AUDIO TAPE. This deposit will be refunded at the time the materials are returned to DCADV, minus any late fees.
- Audio/Visual materials may be reserved in advance.
- Materials MUST be returned by the due date.

Renewing Materials:

- All materials borrowed from the Resource Center can be renewed, if the materials are available.
- Renewal requests must be called, faxed or emailed in BEFORE the due date of the materials.
- All materials can be renewed for a ONE WEEK period.
- Borrowers are encouraged to call ahead of due date to ensure availability.

Returning Borrowed Materials to the Resource Center:

- Borrowers are responsible for returning the materials to the DCADV office.
- If returning materials via mail, they must be post marked by the due date.
- Audio/Visual materials must be shipped in a padded envelope or box.

Late Return of Resource Center Materials:

- Borrowers will be charged overdue fines for late materials.
- Materials must be returned via mail or directly to the DCADV between the hours of 9:00am and 4:00pm, Monday through Friday, before or on the due date.
- A fee of \$.25 a day will be charged for each overdue book.
- A fee of \$.50 a day will be charged for each overdue video.
- Fees will begin accruing immediately after the due date.
- The borrowers borrowing privileges will be suspended until the materials are returned and appropriate fees are paid.

Contact DCADV with questions: 302.658.2958 or dcadvadmin@dcadv.org.