



Beaufort-Hyde Partnership for Children Resource Library Policies 2023-2024 JULY 1, 2023 - JUNE 30, 2024

GUIDELINES FOR USE OF THE RESOURCE LIBRARY MATERIALS

WHO CAN JOIN THE BHPC RESOURCE LIBRARY?

Membership is available to parents & families, early childhood education teachers, administrators, students, and community partners. Choose from a variety of membership choices. (Some options require fees.)

WHAT RESOURCE MATERIALS ARE AVAILABLE FOR CHECKOUT?

Our Resource Library is a marvelous collection of fun, engaging, educational materials that can be used to help open the world of discovery for young children ages 0-5.

- Books & Early Literacy Materials
- Theme Boxes & Kits
- Fine Motor Materials
- Math & Science Materials
- Puzzles & Games
- Blocks & Accessories
- Dramatic Play
- Music & Musical Instruments
- Teacher Resources & Books

PAID MEMBERSHIPS HAVE ACCESS TO OTHER GREAT EQUIPMENT & SERVICES:

- Die Cut Machine
- Laminator
- Book Binder
- Cricut Machine
- A Variety of Bulletin Board Paper

HOURS OF OPERATION

Monday-Thursday, 8:30-5:00 pm
Friday by appointment only. Call 252-975-4647

For More Information Contact:
Resource Center Specialist
ResourceRoom@bhckids.org
252.975.4647, ext.101



Beaufort County FY 2023-2024 Resource Library Fees

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MEMBERSHIP PACKAGE OPTIONS (FY 2023-2024)	<u>FREE</u> MEMBERSHIP PACKAGE PARENTS/FAMILIES ONLY with children ages 0-5 NO COST!	<u>BRONZE</u> MEMBERSHIP PACKAGE Serving children ages 0-5 INDIVIDUAL/1 USER ONLY Ex: Childcare Homes and Parents \$25	<u>SILVER</u> MEMBERSHIP PACKAGE Programs serving 30 children or less children ages 0-5 \$100	<u>GOLD</u> MEMBERSHIP PACKAGE Programs serving 31-100 children ages 0-5 \$150	<u>PLATINUM</u> MEMBERSHIP PACKAGE Programs serving 101 children or more ages 0-5 \$200
Resource Library Item Check-outs	2 items	4 items	4 items	4 items	4 items
Membership cards received	1 card	1 card	2 cards	4 cards	5 cards
Ellison Die-Cuts & assorted construction paper		Unlimited	Unlimited	Unlimited	Unlimited
Lamination Machine		Unlimited	Unlimited	Unlimited	Unlimited
Cricut 2 Cutting Machine <i>(special projects and crafts)</i>		Unlimited	Unlimited	Unlimited	Unlimited
Bulletin Board Paper <i>(2 colors per visit)</i>		Unlimited	Unlimited	Unlimited	Unlimited
Book Binding		Unlimited	Unlimited	Unlimited	Unlimited
Black/white copies <i>(per month, per program, per side)</i>		25	*100	*150	*200
Color Copies <i>(per month, per program, per side)</i>		10	25	50	75

**Limit of 50 black and white and 25 color copies per each visit.*

MEMBERSHIP RULES & GUIDELINES

- Memberships are valid for 1 year (July 1 – June 30) and are prorated once after January. Make checks payable to BHPC and return with membership application.
- No more than two items may be checked out at one time for a free membership or no more than four items for a paid membership.
- You will receive a membership card that **MUST** be shown each visit. Programs receiving more than 1 cards are responsible for their cards and items that are checked out.
- Items may be checked out for two weeks. You may renew items by phone if they are not on a waiting list. The items can only be renewed once per checkout to ensure everyone will have the opportunity to check out the materials.
- If items are not returned on the due date, a call will be made, or an email will be sent out as a reminder to the accountable party that item(s) are overdue. If item(s) are not returned within 48 hours, you will be billed the replacement cost. The accountable party may purchase and return the exact item(s) to the library or pay the library's replacement cost. Failure to return library materials or pay for the lost items will result in the denial of library privileges for the individual.

Damage Fees

- Damaged or lost items are the responsibility of the person/facility checking out the materials. Damaged or lost items must be replaced or paid for prior to getting any new items/materials for use.
- Any item(s) that is not returned in the same condition it was checked out is subject to damage fee at the discrepancy of the library (not to exceed the replacement cost of the item).
- We ask that you please take care of the items and return them as they were checked out so that other people may enjoy the use of them.
- BHPC can deny the use of the Resource Library to any person or facility based on violation(s) of resource library policies.

RESOURCE LIBRARY EQUIPMENT USE GUIDELINES

- Equipment includes: Hot laminator, Ellison dye cuts, construction paper, bulletin board paper, and copier.
- Parents and providers must join the Resource Library to use the laminator, Ellison dye cuts, and other equipment. If you do not have a paid membership, you will not be eligible to use any of the resource library materials other than checking out items.
- BHPC can deny the use of the Resource Library equipment to any person or facility based on violation(s) of lending library policies.
- Once you have used your specified number of copies, you will then have to pay the original price per copy \$0.05 for black and white copies and \$0.10 for color copies.
- **With a limit of 50 black and white copies and 25 color copies per each visit.



Patron Resource Library Agreement

I have read and understand all the policies that are in place for the Resource Library at Beaufort-Hyde Partnership for Children for the year 2023-2024. I have chosen the best membership that meets my needs.

CHILDCARE/ OTHER

Name of
Facility: _____

Mailing Address: _____

Phone#: _____

Cell: _____

Email: _____

Signature: _____

Date: _____

PARENT/FAMILY

Parent Name: _____

Childs Name: _____

Age of child/children: _____

Employment: _____

Address: _____

County: _____

Email: _____

Phone #: _____

Secondary Phone #: _____

Signature: _____

Date: _____

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