

Virginia Mentoring Partnership

Resource Library Policies and Procedures

Checkout

Consumers eligible to checkout library and technology lab items are the following: mentoring/youth development program providers, outside consultants, students/faculty of VCU, and VMP directors, staff, and trainers. A maximum of 5 library items may be checked out at one time. The checkout period is 3 weeks long. (Refer to Long-Term Checkout for exceptions.)

A Library Checkout Sheet must be filled out completely for all items taken from the library. Physically removing an item from the library does require a checkout sheet even if it is only for a brief period. The borrower must furnish two phone numbers or points of contact on the form (business phone, home phone, cell phone, fax or email).

Phone and email checkouts

Consumers, who cannot easily access our library, can choose to call or email their request to checkout items and have these mailed to them. Most items can be mailed; however, the staff reserves the right to determine that an item should not be shipped due to worth or risk.

Reserving Items

Library items may be reserved for a maximum of 5 days. All checkout information should be recorded at the time of reservation. After 5 days the item(s) will be re-shelved.

Renewals

Consumers are allowed two renewals per checkout for 3 additional weeks if no one else has requested the item and the library assistant approves the renewals. They may renew items by phone, fax, on-line, or in-person. (Refer to Long-Term Checkout).

Returns

Consumers may return library items Monday through Friday, 9:00 AM to 4:30 PM, Monday - Friday to Suite 302 at 10 East Franklin St. They may arrange to drop off items after these hours by contacting VMP. Library items may be returned in person or mailed to the library by any carrier service.

Long-Term Checkout

Long-term checkout may extend until the end of the school year or June 1. Long-term checkouts will be considered on a case-by-case basis and approved by an office manager.

Overdue Notices

Overdue notices will be sent after the fourth week of checkout (one week overdue). After a written notice (e-mail or US mail), then a call will be made to the borrower.

Loss of Borrowing Privileges

Consistent late returns or damaged returns by a borrower may result in the loss of borrowing privileges.

Borrower responsibility

Each borrower assumes full responsibility for all items charged to his or her account and for knowledge of and adherence to library policies concerning loan periods. VMP may charge up to the full cost of the item at time of purchasing for any items that are lost, stolen or damaged.

Inter Library Loans

Inter library loans will be considered on a case-by-case basis.

Copy Service

The library will provide the first five pages of copies for free. Each additional copy costs \$0.10 per page. Consumers will be limited to a total of 50 copied pages per visit.