

## 4-C Resources on the Road Policies



Thank you for sharing an interest in 4-C Resources on the Road. You will receive a 4-C library card within two weeks after filling out the application. Below is a list of library policies & procedures. Please review and keep for future reference.

### Procedures:

- All resources are checked out for a one month time period.
- All library items must be thoroughly cleaned and inventoried at 4-C, before they can be checked out again.
- All library materials are expected to be returned in the same condition as they were checked out. Cardholders will be notified if items are returned with missing and/or damaged items.
- Patrons are expected to replace or pay for lost or damaged items valued at \$25.00 or more. Failure to return or reimburse items after 3 months will result in forfeiting check out privileges.

### Returning Items

**Items can be returned at subsequent Resource on the Road visits**

**or can be returned to the 4-C building during business hours or in the after-hours drop off at:**

**5 Odana Rd, Madison WI 53719**

**[www.4-C.org](http://www.4-C.org) | 800.750.KIDS**



### **4-C Hours:**

**Monday – Friday 8:30-4:00pm**

**Summer Hours: Memorial Day thru Labor Day (Fridays – Close at 2:00pm)**