

4-C Resource Room 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 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 | 800.750.KIDS



4-C Hours:

Monday – Friday 8:30-4:00pm

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