

Resource Room Policies

These policies hope to facilitate the sharing of materials among our users. Anyone can use the Resource Room, including child care providers & families.

Borrowing Periods:

All items are checked out for **4 weeks**.

Need more time? Let us know! We don't charge late fees, but we appreciate you telling us via email at resourceroom@4-c.org or by phone at 608-271-9181.

Item Limits:

All borrowers are allowed **5 items checked out at any given time**.

Only 1 toy kit can be checked out at a time.

Only 2 activity or storytime backpacks can be checked out at a time.

Let us know if you are serving multiple classrooms and we can work together to determine appropriate adjustments to these limits.

Returns:

Items can be returned during our open office hours, Tuesday - Thursday from 10:00 AM - 2:00 PM.

After Hours Returns: Toy Kits and Activity Backpacks can be used to open 4-C's outer door after hours. You can leave items in the vestibule and we'll get them checked in the next time we're in the office. For smaller items, you can leave them in the Drop Box.

Missing or Damaged Items:

Each toy kit and backpack has an inventory list that's updated every time the item is checked in and cleaned.

Is something missing or broken? Let us know! You can contact us via email at resourceroom@4-c.org or by phone at 608-271-9181

We understand that toy kits and backpacks are being used by children and that some things will wear out or become damaged over time.

Fees:

Thanks to our generous funders, **we do not charge any fees** to use the Resource Room.

At this time, we also do not charge late fees or fees for missing or damaged items. We always appreciate it when patrons reach out and let us know if items are going to be returned later than planned or if something is lost/broken.

If you have any questions or concerns, please reach out to us at resourceroom@4-c.org or by phone at 608-271-9181