

**Lending Policy**  
**Resource Library and Documentation Centre**  
**Trait d'Union Outaouais Inc. (TUOI)**

**General Information**

The *Resource Library* serves as a lending service for educational and leisure games, toys and other resources. It is open to families and anyone working with people having a Pervasive Developmental Disorder (PDD). You will find, among other things, items that pertain to PDD's such as Social Stories, Sensory Integration or Desensitization material, activities aimed at working on specific Learning Skills, etc. The rest of the family will also enjoy its books, videos and DVD's, board games, puzzles, and so on.

The *Documentation Centre* provides books, videos and DVD's concerning PDD's and other related issues. It contains a special section for children with a PDD. The Documentation Centre is also open to families and anyone working with people diagnosed with a PDD.

Please note that both the Resource Library and the Documentation Centre have limited opening hours as its human resources are limited. Please call 595-1290, extension 27 for information concerning business hours or to schedule an appointment.

**1) Access**

In order to borrow material from the Resource Library and the Documentation Centre, you must meet the following conditions:

- Become a member of TUOI. For detailed information on how to become a member, please refer to our Web Site at <http://www.traitudunionoutaouais.com/member/index-f.php>, or leave a message at 595-1290, extension 23; and,
- Fill out the *Resource Library and Documentation Centre Lending Agreement* on line at <http://www.traitudunionoutaouais.com/documents/index-f.php> or at TUOI. If you prefer to pick this document up or to have it sent by mail, please leave us a detailed message at (819) 595-1290, extension 27; and,
- Leave a \$25 deposit the first time you use these resources. Your \$25 cheque will not be cashed unless you lose or break material, in which case it will be used as a deductible amount to cover loss or breakage greater than or equal to the amount of the deposit.

Please note that you may look over and reserve available material on line at the TUOI Web Site. For those without access to the Internet, please call us at (819) 595-1290, extension 27 in order to schedule an appointment.

## **2) Lending Policy**

A maximum of five (5) items from the Resource Library and three (3) from the Documentation Centre may be borrowed at one time.

Lending time is 14 days. You may renew the items that you have borrowed by leaving a message at 819-595-1290 ext.27 or by sending an e-mail to [matdoc@iquebec.com](mailto:matdoc@iquebec.com). The renewal may be refused if someone else has made a reservation for your item. The material may be returned to TUOI's administrative offices weekdays between 8 a.m. and 4p.m. in the event that the Resource Library and Documentation Centre are closed.

Once a reservation is made, you have two (2) business days for audio-visual material (videos and DVD's) and five (5) business days for all other Resource Library or Documentation Centre material to pick up the reserved material. Your reservation will be cancelled past these delays.

## **3) Return Policy**

Any borrowed material must be returned in its original state. Although we will assess the material when it is returned, we ask that you take the time to make sure everything is there and in proper shape at the time of borrowing. Any material lost or damaged beyond repair will be billed to you and payable at the return time.

A late fee of \$1 per day is applicable, regardless of the number of items borrowed, and will be billed to you. No other material may be borrowed until all previous items are returned and the balance owing paid in full.

## **4) Use of Items**

Please note that TUOI is not responsible for any accident or injury occurring as a result of use of borrowed items. Any child using these items should be supervised by an adult.

**Please note: The *Lending Agreement* may be found on the following page.**

**Resource Library and Documentation Centre  
Lending Agreement**

**Terms and Conditions**

**My signature below is proof of acceptance of the following conditions:**

- I wish to become a member of the Resource Library and Documentation Centre ;
- I am a member of TUOI and have paid the annual fee ;
- I am leaving a cheque in the amount of \$25 to cover the deposit ;
- I promise to return items in good condition and by the due date ;
- I understand that this agreement may be cancelled if I do not abide by the terms and conditions stated herein as well as the policies stated above ;
- I have read the above policies, terms and conditions.

**I have read, understood and am in agreement with the *Terms and Conditions*. I have also read the *Lending Policy for the Resource Library and Documentation Centre*.**

Name of Parent or Worker

Address

Telephone Number

E-mail

Signature

Date