



## Resource Library Loan Agreement

Name of Setting / School.....

Name of Manager / Headteacher / Childminder .....

School / Setting Address.....

Contact Telephone number.....

Contact email address.....

*For the purposes of this agreement all items available (toys, books, treasure baskets and other resources) will be referred to as “resources.”*

### **In order to borrow items from Caverstede Lending Library you must agree to the following terms:**

1. Schools / Settings / Childminders may borrow a maximum of 6 resources plus 2 books, either children's or practitioner training books and 1 wooden puzzle at any one time.
2. Resources are borrowed for up to a half term. The resources may be returned early and you may borrow as often as you wish. If at the end of the half term the resource is not on the waiting list it can be loaned again for a further half term if required.
3. Resources **must be returned clean, undamaged and complete.**
4. If a resource is damaged or lost the setting will be asked to either replace the resource or pay for the replacement. You will not have to pay for damage caused by normal wear and tear but we do need you to report any problems.
5. You may collect and return the resource/s Monday to Friday between the hours of 8.00 and 16.00 during term time (please let us know to arrange a later time as this may be possible on some days).

I acknowledge that I have read and understood the terms of Lending Library and I accept responsibility to comply with them. I understand that Caverstede Nursery School do not accept responsibility / liability from any incidents occurring due to misuse. All resources borrowed should be used appropriately meeting age / stage requirements.

Signed.....Position (Manager/Headteacher/Childminder).....

### **Who is the Caverstede EYFS SEND Hub Library for?**

The Library has been created to support Peterborough practitioners within Schools (Nursery and reception classes) and PVI (Private, Voluntary and Independent) settings. The resources have been specifically chosen for the use of children aged between 2 – 4 years of age with Special Educational Needs and/or Disabilities.

**Please visit:**[www.caverstede.peterborough.sch.uk/SEND\\_HUB/Resource\\_Lending\\_Library](http://www.caverstede.peterborough.sch.uk/SEND_HUB/Resource_Lending_Library)