

## Library Policy and Procedures

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### 1. Library membership:

- \* all library users are requested to fill out a library membership form before borrowing items

### 2. Loan period:

- \* resource items may be borrowed for 4 weeks
- \* the member is entitled to one renewal if the item(s) has/have not been requested by another member

### 3. Loss/damage:

- \* the member is required to return the resource items in the condition that they were received
- \* any replacement cost will be charged to the member

### 4. Limit to the number of library items signed out:

- \* the number of resource items that a member can sign out may be limited due to demand

### 5. Reservations:

- \* reservations can be made through the Training & Resource Coordinator (613-736-1913 ext. 284 or [ciss-sije@afchildrensservices.ca](mailto:ciss-sije@afchildrensservices.ca))

### 6. Procedure for obtaining resource items:

Library resources must be signed out and returned in person through front reception at 700 Industrial Ave. Suite 600.

- \* the CISS Resource Library is open weekdays between the hours of 8:30 am and 4:30 pm
- \* it is recommended that a new member make an appointment to be shown how to use the library or if support is required in locating particular subject information
- \* courier service can be arranged and paid for by the member

Become a member of the library using [form 2.6](#)

**Policy and Procedures are subject to change as is deemed necessary**

