

Library Policy and Procedures

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)

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 [library-membership form](#)

Policy and Procedures are subject to change as is deemed necessary

