

BLOCK LOAN POLICY

1. **Resident:**

Block memberships are available to organizations and teachers teaching within the boundaries of the City of Portage la Prairie and Rural Municipality of Portage la Prairie.

Memberships are valid for one calendar year.

2. **Non-Resident:**

Block memberships are available to organizations and teachers teaching outside the boundaries of the City of Portage la Prairie and Rural Municipality of Portage la Prairie for a fee of \$60.00

Memberships are valid for one year from date of issuance.

3. **Conditions of Loan**

- a) A membership card must be signed by the person in authority for the organization and/or the borrowing teacher. The signing party is responsible for the payment of overdue fines and/or the cost of lost or damaged items.
- b) One bar-coded borrowing card will be issued per block membership. It will be the responsibility of the organization to ensure that only authorized personnel use the borrowing card.
- c) A short orientation tour will be provided at the time of registration. If required, assistance will be given in selecting the first block.
- d) A book cart will be provided for the ease of choosing books.
- e) A maximum of 60 books/magazines plus 3 DVDs, 10 CDAs and 10 kits may be borrowed in a block. (It is the responsibility of the borrower to ensure proper licensing has been purchased by the facility to present "In Home Use" for DVD materials).
- f) The block of books can be borrowed for a two-week period, and may be renewed for an additional two weeks. DVDs and CDAs can be renewed, but a charge will be added for the extra loan.
- g) Borrowers are responsible for the selection and transportation of all book block loans.

Revised June 20, 2013