

BLOCK LOAN POLICY

1. **Resident:**

Block memberships are available to organizations/schools resident or owning property 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.

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/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.